

Payroll Procedures, Forms, and Reports (6 hours)

The responsibilities involved in maintaining proper payroll records within each department and within the payroll department is the main focus of this class. This class will review step by step process of building the personnel files and payroll records for new hires, such as verification of social security (*e-verify*) and employment eligibility verification (*I-9*). Examples of various practices of successfully-operated payroll departments are reviewed to help organized personnel files and document benefits offered to county employees. The class will review how to calculate overtime and reduction of pay for salaried employees and other special payroll situations. Examples of forms that will be covered are Section 125, insurance forms, garnishments, retirement, child support, federal tax forms, plus many more.

Credit Hours (6 hours)

County Clerk Advanced I and II Certification discretionary course

County Commissioner Advanced I and II Certification/Accreditation discretionary course

Testimonials from Participants

- *“Check list for new hires and terminations is very useful”*
- *“Very good information. Thanks for a great class”*
- *“salary compensations and garnishments was very informative”*
- *“figuring personal payroll was particularly useful to me”*

Course Outline

- I. Understanding the Wages and Salaries Process
 - a. Setting of salaries
 - b. Review State nepotism laws
 - c. Review of Federal overtime requirement
- II. The Payroll Process
 - a. Check list of new hires
 - b. Review of forms
 - c. Special payroll situation
 - d. Reporting requirements
- III. Maintaining Employment Records and Personnel Files
 - a. Department personnel file
 - b. Payroll department personnel file
 - c. Open records