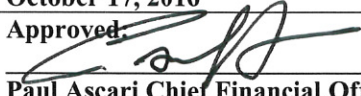
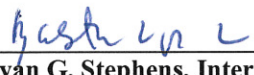




COBB COUNTY COMMUNITY SERVICES BOARD
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Policy # 2052	Verification of Payroll Action
Origination Date: December 2002	
Revision Date: March 2004; April 14, 2006; June 22, 2007	
Reviewed Date: Sept 2008; July 10, 2009; July 31, 2010; July 2, 2012; July 21, 2013; October 15, 2014; October 17, 2016	
Approved:	
 Paul Ascari Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to keep accurate records of any changes made to an employee's paycheck.

PROCEDURE:

1. When an adjustment or a temporary change needs to be made to an employee's paycheck, Human Resources (HR) submits documentation to the Payroll Representative to ensure that the employee is paid the correct amount. The documentation varies according to the kind of adjustment that is necessary.
 - a. Leave without pay (LWOP)
 - 1) If an employee will be on LWOP for an extended period of time (i.e., 15 days or more), HR prints a copy of the LWOP payroll action, which is entered in the State's People Soft System. This printout serves as documentation for reducing the period that the employee is to be paid.
 - 2) If the employee is on LWOP for on a shorter period, less than 15 days, HR submits a copy of the Request for LWOP to the Payroll Representative. The Request for LWOP provides a record of the days and/or hour that the employee is not to be paid.
 - b. Adjustments to Flex or Health deductions – If an employee's family status changes, or if an employee is denied a requested coverage, it may be necessary to make adjustments to the employee's deductions for flex or health insurance. HR documents the appropriate changes on a "Request for Personnel/Payroll Action" form.
2. Permanent changes are made by the Human Resources Coordinator, with documentation submitted to Payroll to ensure that the changes made in the employee file are made on the paycheck. These changes include the following:
 - a. Changes to an employee's gross pay – These changes are documented by a copy of the record of payroll action that was entered in the State's People Soft System.
 - b. Payroll Taxes – An employee may change his or her payroll tax deduction at any time by completing and signing a new W-4 (Federal) or a new G-4 (State) form. HR forwards a copy of the W-4 or G-4 to Payroll. The original form is kept in the personnel file.
 - c. Changes made to flex and health during open enrollment – The Flex Confirmation Statement serves as documentation for the change.