

Policy Number: 07-007

Lucas County Sheriff's Office

Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: PERSONNEL

PAYROLL RECORD PROCEDURES

I. PURPOSE

Payroll records are submitted to Personnel Office on a daily basis for the payment of wages.

A. RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages using the VCS (Visual Computer Solutions) system. Vacation and sick time will be earned, tracked, and requested through the VCS system.

B. TIME REQUIREMENTS

All employees are paid on a biweekly basis usually on Friday with certain exceptions, such as holidays. Payroll records shall be completed and submitted to the Personnel Office no later than 12:00 a.m. on Saturday at the end of the pay period, unless specified otherwise.