Procedures for Payroll Processing

The following procedures are to be used for payroll processing.

Payroll

Payroll is processed on a bi-weekly basis by the Payroll Assistant in consultation with the Finance Manager. All employee time must be entered into the Park District's electronic payroll system (Time Clock Plus) and approved through that system by the employee's direct supervisor. Supervisors must approve payroll by 2:00 pm on the Monday of a payroll week.

Once all time is approved, the Payroll Assistant create an upload file in Time Clock Plus to be uploaded into MSI. Once uploaded, the Payroll Assistant compare reports from Time Clock Plus and MSI to confirm that all information was uploaded correctly. If correct, the information is forwarded to the Finance Manager for approval.

Checks and direct deposit stubs are then created and uploaded into the Park District's Employee Service Portal (ESP). The Payroll Assistant send the direct deposit file to the Park District's bank service provider for deposit on the Friday of the payroll week. The Payroll Assistant is also responsible for the timely payment of federal and state income taxes, IMRF, and deferred compensation programs associated with payroll every two weeks.