



626 Main Street
P.O. Box 40
Darlington, WI 53530
Ph: 608.776.4892
Fax: 608.776.4950

<https://www.lafayettecountyni.org/finance>

Timecard Distribution Process

PURPOSE

The purpose of this process is to more efficiently process payroll as well as working to keep timecard information more secure.

EFFECTIVE DATE

8/8/2018

SUMMARY

Beginning August 13, 2018, all timecards for Courthouse employees, Housing Authority, and Land Conservation will be sent via email to the employee's department head or designee on Monday morning following the end of the pay period.

PROCESS

1. Employees should be reviewing their timecard at <http://timeclock.ad.lafco.srv/timecard/login.asp> on a minimum of a weekly basis to be sure all punches, use of benefit time, etc. are correct. Employees are responsible for reporting timecard adjustments to Payroll within 24 hours.
 - a. Departments with State owned computers that are unable to access the Timeclock system, please contact Payroll to help get you the information you need.
2. For payroll processing, all timecard adjustments should be reported to Payroll by 4:30pm on the Friday prior to the payroll week.
3. At 7am the Monday of each payroll week, the Payroll Manager, or backup, will begin reviewing timecards and making any changes from emails/voicemails they have received. Overtime will be changed to accrued comp time unless otherwise directed by the employee or department head.
4. Completed timecards will be emailed to the department head, or designee, by 9am the Monday of payroll week. The department head, or designee, is responsible for printing and distributing timecards to their employees as soon as possible.
 - a. If a department head is going to be unavailable the Monday of a payroll week, they must contact Payroll no later than 12pm on the Friday before to instruct them who timecards should be emailed to in their absence.



- b. If a department head has assigned this duty to another staff member, they can contact Payroll to adjust the email designee for the department on a more permanent basis. It is the department head's responsibility to contact Payroll if/when this changes.
 - c. In the event a department head position is vacant, Payroll will email timecards to each employee individually, or to the person their committee has assigned to oversee the department.
5. Employees should review and sign their timecard and return it to the department head for final approval and signature. If a payroll adjustment still needs to be made at that time, please call or email Payroll as soon as possible.
 6. Completed and signed timecards must be returned to the Payroll Department by 12pm on the Monday of payroll. Timecards can be scanned and emailed or dropped off in the Finance/Payroll Office on the 1st floor of the Courthouse.

Payroll Contacts

Deb Krahenbuhl

deb.krahenbuhl@lafayettecountywi.org

Ext. 253

Lisa Black

lisa.black@lafayettecountywi.org

Ext. 339

Updated 8.8.2018

Loaded to website 8.8.2018

<https://www.lafayettecountywi.org/employee-portal/page/policies-and-procedures>

