

City of Franklin
Payroll Policy Preview

Recommendation		Current Practice	Purpose of Policy
1	Separate payroll policies from the Human Resources Manual (personnel policies)	Both personnel and payroll policies has been within the oversight of the Human Resources Department	Oversight of payroll policies would be within the Finance Department. (Note: The payroll policy, if approved, would supercede HR Manual payroll references pending HR Manual update)
2	The policy would cover payroll processing	Currently in HR Manual	Move to policy (payroll manual)
3	The policy would cover pay codes	Several included in HR Manual	Include all pay codes in policy (payroll manual)
4	The policy would cover tax withholding	Not a current HR Manual topic	Include in policy (payroll manual)
5	The policy would cover employee benefits (having a payroll impact)	Most included in HR Manual	Include all benefits (having a payroll impact) in policy (payroll manual)
6	The policy would cover employee deductions	Most included in HR Manual	Include all deductions in policy (payroll manual)
7	The policy would cover wage adjustments	Currently in HR Manual	Move to policy (payroll manual)
8	The policy would cover employee self-service portal (for payroll changes)	Not a current HR Manual topic	Include in policy (payroll manual)
9	The policy would cover tax reporting including W-2's	Not a current HR Manual topic	Include in policy (payroll manual)
10	The policy would cover payroll records and reports	Currently in HR Manual	Move to policy (payroll manual)
11	The policy would cover travel time (having a payroll impact)	Not a current HR Manual topic	Include in policy (payroll manual)
12	The policy would cover inclement weather (having a payroll impact)	Currently in HR Manual	Move to policy (payroll manual)
13	The policy would cover payroll definitions currently in HR Manual	Currently in HR Manual	Move to policy (payroll manual)