



Legislation Details (With Text)

File #: 18-0581 **Version:** 1 **Name:** Resolution No. 2018-26, a resolution revising the HR Manual for payroll updates

Type: Resolution **Status:** Passed

File created: 5/31/2018 **In control:** Board of Mayor & Aldermen

On agenda: 6/26/2018 **Final action:** 6/26/2018

Title: Consideration Of Resolution No. 2018-26, A Resolution To Amend City Of Franklin Human Resources Manual To Revise Requirements And Definitions Pertaining To Payroll (05/10/18 Finance, 6/14/18 Finance 3-0).

Sponsors: Eric Stuckey, Kristine Brock, Kevin Townsel, Mike Lowe

Indexes:

Code sections:

Attachments: 1. RESOLUTION 2018-26 Amend HR manual_payroll.Law Approved, 2. PRESENTATION HR Manual for Payroll - 2018

Date	Ver.	Action By	Action	Result
6/26/2018	1	Board of Mayor & Aldermen	approved	Pass
6/14/2018	1	Budget & Finance Committee	referred as a Consent Item	Pass

DATE: June 14, 2018

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator/CFO
Kevin Townsel, Human Resources Director
Mike Lowe, Comptroller

SUBJECT: Consideration Of Resolution No. 2018-26, A Resolution To Amend City Of Franklin Human Resources Manual To Revise Requirements And Definitions Pertaining To Payroll (05/10/18 Finance, 6/14/18 Finance 3-0).

Purpose

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning recommended updates to the City's HR Manual pertaining to payroll.

Background

The Finance Department maintains a list of the City's financial policies on the City's website. Each year, we review these policies to ensure they are current. During the Kronos time and attendance system implementation, payroll requirements and definitions were established. We are proposing updates to the Human Resources Manual to reflect these requirements and definitions.

The proposal is a resolution to be used to update the Human Resources Manual.

Financial Impact

The primary financial impact is to ensure consistent payroll guidance.

Recommendation

Staff recommends approval of the proposed updates. (Please note: If approved, highlighting used for discussion of the updates will be removed in the final resolution and HR Manual.).