



Legislation Text

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DATE: May 10, 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:
Preview of HR Manual Updates pertaining to payroll (05/10/18 Finance)

Purpose

The purpose of this memo 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. I

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.

This is a brief preview of the policy update. Then, in June, we would like to go through each of the proposed updates for your review. The proposal in June will be 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 no action from this preview.