



PAYROLL POLICY AND PROCEDURES

PM-34-01

Section: 34-00, PAYROLL AND RECORDS

PURPOSE & SCOPE

The Director of Finance and Administration, City of Memphis Government, is required to set forth and maintain a payroll system which allows for the accumulation and maintenance of data necessary for accurate payroll disbursement records for all employees who work for the City of Memphis Government, including retired City of Memphis Government employees.

In order to provide and maintain such a system, the Director of Finance and Administration designated the Financial Management Service Center, Payroll Section, Division of Finance and Administration, with the responsibility of the City of Memphis Government's payroll function.

POLICY & PROCEDURE

The policies and procedures related to the payroll process are identified in Section 34-00, PAYROLL AND RECORDS, City of Memphis Personnel Manual Policies and Procedures and in the Leave and Pay Status Reporting Manual distributed to all City of Memphis Government's Divisions by the Data Management Section, Compensation Service Center, Division of Human Resources.

All questions related to the payroll process shall be directed to the Payroll Section, Division of Finance and Administration.