

Ordinance 745

An Ordinance amending the Yorktown Policy Manual

Yorktown has determined that payroll will be done on a bi-weekly basis beginning January 1, 2017.

Time sheets will be turned in on Wednesday morning no later than 9 am to the Clerk-Treasurer's office. Time sheets will be kept on a weekly basis by the employee and both time sheets will be submitted for hourly reporting. The pay period will begin on Thursday and end on Wednesday 14 days later. Payroll will then be direct deposited into employee's accounts on Thursday. All employees shall provide direct deposit information to the Clerk-Treasurer prior to payroll day to be paid for the pay period.

If a holiday falls on Thursday then the payroll will be deposited on the next business day that banks are open following the holiday.

All others aspects of payroll creation and distribution referenced in the Yorktown Policy Manual adopted 2001 will still apply.

Approved and adopted by the Yorktown Town Council, Delaware County, Indiana, on this 19th day of December, 2016.

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Attest: Beth Neff, Yorktown Clerk-Treas