



Susan Koliba Galezka

DATE: June 30, 2003

TO: AIS Committee Members

RE: Payroll Checks

Committee Members have requested we look at the option of City Council being paid the first pay of the month. Currently Council Members' timesheets are prepared and distributed to Council Members the first week of the month. Some months when the pay falls the first week of the month, there is not adequate time to prepare, send out and receive back the time sheets from Council Members. For example, the first pay in August is August 1st. In order to meet this deadline, timesheets must be submitted and processed in the Clerk's Office by July 28th.

However, there are a few options that can be considered.

1. If we pay the first pay of the month, Council Members would receive their time sheets the last week of the month and be responsible for turning them back to the Clerk's office immediately. If you attend meetings after the sheet is turned in, you would need to notate that on the following month's time sheet and be paid for those meetings the following month.

For Council Members who do not turn their timesheets in on time, the Council staff would count the meetings that we have the ability to keep track of, such as Council Meetings and Committee Meetings. Upon receipt of the timesheets we would pay the additional meetings, such as OPC, Trailways, Planning Commission, etc the following month.

2. Second option would be to change the pay period from the first of the month to the fifteen of the month. This way you would be paid your salary plus any meetings you attend between the fifteenth of each month. This too would require Council Members to turn their timesheets to the Clerk's office in a timely manner to meet the Accounting Department's deadlines. Again, for any timesheets received after the deadline, the adjustment for meetings would be paid the following month.

Although these are not perfect alternatives, it would minimally address the issue of receiving your salary and most meetings in a timelier manner.

If you have any questions or need additional information, please feel free to contact me.

CITY OF ROCHESTER HILLS



Susan

DATE: July 22, 2003

TO: City Council Members

RE: Time sheets

Council requested that they be paid on the first pay of each month. In order to accomplish this, the payroll schedule is as follows:

Time sheet will be emailed to Council (Tuesday)	Deadline for Time sheets to Clerk's Office (Monday)	Pay day - first pay of the month (Friday)
July 22, 2003	July 28, 2003	August 1, 2003
September 2, 2003	September 8, 2003	September 12, 2003
September 30, 2003	October 6, 2003	October 10, 2003
October 28, 2003	November 3, 2003	November 6, 2003
November 25, 2003	December 1, 2003	December 5, 2003

If the Clerk's Office does not received a **signed** time sheet by the due date, you will only receive your salary for that month, and will be paid for your additional meetings the following month.

To more efficiently distribute the time sheets, we will be emailing them to Council Members rather than placing them in your mailbox. However, we need a signature for our files, so unless you have a digitized signature, we will continue to need the paper copy with your signature returned to us.

As always, if you have any questions, please feel free to contact me.