

YAMHILL COUNTY
Official Policy

Payroll / Modifications to Employee Information

B.O. 08-165, February 27, 2008
B.O. 16-502, December 15, 2016

Requests for changes to an employee's payroll record must be submitted to the payroll office no later than 5:00 p.m. on the payroll cut-off date in order for the changes to take effect in the next regular payroll check. The payroll cut-off dates are posted on the Gems home page. Requests received after the cut-off date will not become effective until the next regular pay period.

Payroll changes include, but are not limited to:

- Tax withholding (W-4).
- Changes to Deferred compensation contributions. These changes will take effect on the first payroll of the next month after being received by payroll.
- Direct deposit (ACH).
- Employee expense reimbursements.
- Sale of Personal Extended Leave (PEL), Vacation or Comp Time hours.
- Personnel Action forms.
- Requests to modify accounting codes.

Requests for changes must be submitted on the appropriate written form and signed by the appropriate persons (e.g., employee, supervisor, department head). Forms are available on the County's Intranet or Manager's Home Page. Paperwork for deferred compensation changes is to be provided by the deferred compensation company's representative.

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