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Payroll Policy

The following are responsible for the accuracy of the information contained in this document:

Director, Human Resources

City Finance Officer

Director, Treasury Division

Responsible Departments: Human Resources, Finance and Property Services

Direct Deposit

All employees of the City of Minneapolis, Independent Boards, and organizations, whether they are full-time, part-time, seasonal, permit, contractual or other types of employment situations, who receive their payroll payment through HRIS shall be paid by "Direct Deposit" for pay dates after June 28, 2002.

Exceptions: Election Judges, Summer Youth programs, and individuals who have provided written objection as stated within Minnesota Chapter 177.23 Subd 4. All written objections must be submitted to Central Payroll, 350 South Fifth Street, Room 210 1/2 City Hall, Minneapolis, Minnesota 55415.

On-line Access to Payroll Payment

All employees of the City of Minneapolis, Independent Boards, and organization, whether they are full-time, part-time, seasonal, permit, contractual or other types of employment situations, shall have access to view and print their payroll information electronically.

Those employees who are defined as having access to an assigned computer or reasonable access to a secure City computer will no longer receive a mailed paper pay stub effective July 1, 2002. Employees from Information and Technology Services, Human Resources, and Finance will identify those employees who meet the criteria of "access or reasonable access to a secure City computer."

Those employees who are not assigned a computer and do not have reasonable access to a secure City computer will continue to receive their payroll information through the mail. However, these employees can request to discontinue the mailing of their payroll information. Submit all requests to Central Payroll, 350 South Fifth Street, Room 210 1/2 City Hall, Minneapolis, Minnesota 55415.

Employee Reimbursements

All employees of the City of Minneapolis, Independent Boards, and organizations, whether they are full-time, part-time, seasonal, permit, contractual or other types of employment situations, shall receive all expense reimbursements electronically through the bi-weekly payroll system process effective September 1, 2002. HRIS System access and training materials will be provided to the appropriated disbursement personal. Appropriate documentation would continue to be audited and maintained.