

To: Village of Dolton-Department Heads
From: John Kasperek Co., Inc.
Date: December 20, 2019
Subject: Payroll & Accounts Payable Billing Timeline & Approval Beginning January 1, 2020

Please see below for the new deadlines for processing of payroll and accounts payable. Due to our time restrictions, we will no longer be making exceptions to these timelines. If something misses the deadline, it will have to be processed during the next cycle. There will not be exceptions to these timelines, unless there are extenuating circumstances.

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Timesheets

- All non-department head employees are required to sign-off on their individual timesheets and verify that they have the proper hours to ensure that they are paid properly on Friday. Departments heads need to review and sign off on each employee's timesheet. We will not be able to process payroll for any employee without a department head/supervisor signoff on employee's timesheet.
- Department heads need to sign their own timesheets. These must be signed.
- Department's creating summary sheets for employees is greatly appreciated, please ensure that summary sheets match employee timesheets. Any difference will require additional time for inquiry. If you would like a template, please ask and we will provide you with one.

Employee Change Requests

- Any employee wishing to change their withholdings, deductions, direct deposit information, etc. needs to submit required documentation by the Wednesday timesheets are due to be paid by subsequent Friday payroll. As an example, the January 17, 2020 any employee change needs to be submitted by January 8th to be included on the January 17th payroll or it will be applied on the February 14th.

Timeline

- December 24, 2019 Timesheets and any employee change request due
- January 3, 2020 Payday for 12/10/20 to 12/23/20 work period
- January 8, 2020 Timesheets and any employee change request due
- January 17, 2020 Payday for 12/24/19 to 01/06/20 work period
- February 5, 2020 Timesheets and any employee change request due
- February 14, 2020 Payday for 01/21/20 to 02/03/20 work period
- February 19, 2020 Timesheets and any employee change request due
- February 28, 2020 Payday for 02/04/20 to 02/17/20 work period
- March 4, 2020 Timesheets and any employee change request due
- March 13, 2020 Payday for 02/18/20 to 03/02/20 work period
- March 18, 2020 Timesheets and any employee change request due

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Timeline (continued)

- March 27, 2020 Payday for 03/03/20 to 03/16/20 work period
- April 1, 2020 Timesheets and any employee change request due
- April 10, 2020 Payday for 03/17/20 to 04/13/20 work period
- April 15, 2020 Timesheets and any employee change request due
- April 24, 2020 Payday for 03/31/20 to 04/13/20 work period
- April 29, 2020 Timesheets and any employee change request due
- May 8, 2020 Payday for 04/14/20 to 04/27/20 work period
- May 13, 2020 Timesheets and any employee change request due
- May 22, 2020 Payday for 04/28/20 to 05/11/20 work period
- May 27, 2020 Timesheets and any employee change request due
- June 5, 2020 Payday for 05/12/20 to 5/25/20 work period
- June 10, 2020 Timesheets and any employee change request due
- June 19, 2020 Payday for 05/26/20 to 06/08/20 work period
- June 24, 2020 Timesheets and any employee change request due
- July 3, 2020 Payday for 06/09/20 to 06/22/20 work period
- July 8, 2020 Timesheets and any employee change request due
- July 17, 2020 Payday for 06/23/20 to 07/06/20 work period
- July 22, 2020 Timesheets and any employee change request due
- July 31, 2020 Payday for 07/07/20 to 07/20/20 work period
- August 5, 2020 Timesheets and any employee change request due
- August 14, 2020 Payday for 07/21/20 to 08/03/20 work period
- August 19, 2020 Timesheets and any employee change request due
- August 28, 2020 Payday for 08/04/20-08/17/20 work period
- September 2, 2020 Timesheets and any employee change request due
- September 11, 2020 Payday for 08/18/20-08/31/20 work period
- September 16, 2020 Timesheets and any employee change request due
- September 25, 2020 Payday for 09/01/20-09/14/20 work period
- September 30, 2020 Timesheets and any employee change request due
- October 9, 2020 Payday for 09/15/20-09/28/20 work period
- October 14, 2020 Timesheets and any employee change request due
- October 23, 2020 Payday for 09/29/20 to 10/12/20 work period
- October 28, 2020 Timesheets and any employee change request due
- November 6, 2020 Payday for 10/13/20 to 10/26/20 work period
- November 11, 2020 Timesheets and any employee change request due
- November 20, 2020 Payday for 10/27/20 to 11/09/20 work period
- November 25, 2020 Timesheets and any employee change request due
- December 4, 2020 Payday for 11/10/20 to 11/23/20 work period
- December 9, 2020 Timesheets and any employee change request due
- December 18, 2020 Payday for 11/24/20 to 12/07/20 work period
- December 23, 2020 Timesheets and any employee change request due
- January 1, 2020 Payday for 12/08/20 to 12/21/20 work period

ACCOUNTS PAYABLE BILLING

Purchase Order/Invoice Approval

- All invoices require a completed purchase order signed by a department head authorizing purchase, prior to processing for payment.
- Please review every invoice to ensure that all amounts/items purchased match what was ordered. Any discrepancy relating to items purchased or invoiced amount please contact vendor directly.
- The Village purchase order approval process is as follows:
 - Departments heads may approve invoices up to \$1,000
 - Village Administrator may approve invoices up to \$5,000
 - Any invoice over \$5,000 require Board of Trustee's consent prior to inclusion on the warrant list.
- Below is the timeline for the approval process. The due dates can not be extended. If we do not have all required information by that due date, the invoices will have to be placed on the next bill listing.

Timeline

- December 9, 2019 Invoices with purchase order due
- January 2, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- January 6, 2020 Approval of invoices for payment
- January 7, 2020 Issuance of checks
- January 20, 2020 Invoices with purchase order due
- January 30, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- February 3, 2020 Approval of invoices for payment
- February 4, 2020 Issuance of checks
- February 17, 2020 Invoices with purchase order due
- February 27, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- March 2, 2020 Approval of invoices for payment
- March 3, 2020 Issuance of checks
- March 16, 2020 Invoices with purchase order due
- April 2, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- April 6, 2020 Approval of invoices for payment
- April 7, 2020 Issuance of checks
- April 20, 2020 Invoices with purchase order due
- April 30, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- May 4, 2020 Approval of invoices for payment
- May 5, 2020 Issuance of checks
- May 18, 2020 Invoices with purchase order due
- May 28, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- June 1, 2020 Approval of invoices for payment
- June 2, 2020 Issuance of checks
- June 15, 2020 Invoices with purchase order due
- July 2, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- July 7, 2020 Approval of invoices for payment
- July 8, 2020 Issuance of checks
- July 20, 2020 Invoices with purchase order due
- July 30, 2020 Warrant list distributed to Village Mayor and Board of Trustees

ACCOUNTS PAYABLE BILLING

Timeline (continued)

- August 3, 2020 Approval of invoices for payment
- August 4, 2020 Issuance of checks
- August 17, 2020 Invoices with purchase order due
- September 3, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- September 8, 2020 Approval of invoices for payment
- September 9, 2020 Issuance of checks
- September 21, 2020 Invoices with purchase order due
- October 1, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- October 5, 2020 Approval of invoices for payment
- October 6, 2020 Issuance of checks
- October 19, 2020 Invoices with purchase order due
- October 29, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- November 2, 2020 Approval of invoices for payment
- November 3, 2020 Issuance of checks
- November 16, 2020 Invoices with purchase order due
- December 3, 2020 Warrant list distributed to Village Mayor and Board of Trustees
- December 7, 2020 Approval of invoices for payment
- December 8, 2020 Issuance of checks
- December 28, 2020 Invoices with purchase order due