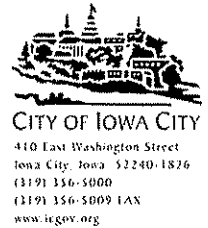




Administrative Regulations
City of Iowa City
Title: Payroll Change Authorization Policy
A.R. Number: TBD Effective Date: 10/11/2011 Page: 1 of 2
Supersedes: N/A A.R. N/A Dated: N/A



I. Purpose

This policy clarifies the process by which Payroll Change Forms are approved.

II. Policy

Payroll Change Forms are to be completed, approved, and submitted following the procedures outlined in Section III.

III. Procedures

A. Completion

The Payroll Change Form is to be completed by the department submitting the request. Shaded sections are to be completed by Human Resources.

B. Signatures required/approval

1. All Payroll Change Forms must be signed by the Director of the department submitting the request and the Human Resources Administrator, with the exception of forms concerning Recreation Division temporary staff.
2. Recreation Division temporary staff forms require the signature of either the Parks and Recreation Department Director or the Recreation Division Superintendent. Approval of the Human Resources Administrator is not required.

C. Submission Deadline

Completed Payroll Change Forms should be submitted to Human Resources no later than 5pm on the second Wednesday of the pay period during which the change in employee status is to take effect.

IV. Responsibility

Any questions regarding personnel paperwork and necessary authorizations may be directed to the Human Resources Division.



CITY OF IOWA CITY
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Iowa City, Iowa 52240-1826
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(319) 356-5009 FAX
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V. Regulation Update

The Human Resources Division is responsible for updates to this policy.

Approved:

City Manager