

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

PERSONNEL DATA CHANGES AND PAYROLL DEDUCTIONS

POLICY NO. 4.17 **EFFECTIVE:** 01/02/2024

A. Personnel Data Changes

It is the responsibility of each employee to promptly notify the County Administrator's Office of any changes in personnel data. Personal mailing addresses, telephone numbers, dependent information, changes in marital status, individuals to be contacted in the event of emergency, educational accomplishments and other such status reports should be accurate and current at all times.

B. Pay Deductions

The County is required by law to make certain deductions from every employee's compensation. These mandated deductions include Federal and Commonwealth of Virginia income taxes and Social Security taxes. The chapter pertaining to employee benefits provides additional information regarding payroll deductions. Additionally, pay may be affected by disciplinary actions as described in Chapter 13 in this Manual.

C. Garnishment

1. Garnishment is the legal permission of creditors to collect part of an employee's pay from the County. The County cannot refuse to honor such levies, as they represent an order from the Court to withhold and pay to the Court a specific amount of an employee's earnings.
2. Upon receipt of an order of garnishment, a written notification of the garnishment shall be sent to the employee. A copy of the garnishment shall be placed in the employee's personnel file.

D. Administrative Pay Corrections

1. The County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on scheduled paydays.

2. In the event that an error in pay is detected, the employee shall promptly notify the Department head or County Administrator's Office of the discrepancy. Payroll errors shall be corrected as soon as possible.
3. Both underpayments and overpayments shall be corrected as soon as possible. If an overpayment results in the employee owing a substantial amount, a schedule of repayments may be arranged with the employee to minimize the inconvenience.

E. Recording Time

1. Accurately recording time worked is the responsibility of every employee. Time sheets are used to meet Federal and Commonwealth of Virginia record keeping requirements and serve as the basis for calculating employee pay and benefits.
2. Tampering, altering, or falsifying time sheets or recording time on another employee's time sheet may result in disciplinary action, up to and including dismissal.
3. Corrections to time sheets require that the employee and their supervisor initial the correction.