PERSONNEL RECORDS 3300.000

The Human Resources Director and his/her office will maintain individual records for each employee. This will be the permanent employment record with Scotts Bluff County. It is essential that the employee notify his or her Elected/Appointed Official, or Department Supervisor of any changes in the following personnel information pursuant to state law. The Personnel Action Form will be completed and forwarded to the Personnel Department. (Revised 7/6/21)

I. Address
II. Telephone Number
III. Name Change

Your personnel file contains important information, your job classification, employee benefits, salary and leave history. Personnel records are the property of the County and no information can be taken from the personnel records by any person including the person about which the record is concerned.

These records are confidential and access will be based upon business necessity and strictly limited to the employee, their Elected/Appointed Official, and the Personnel staff. Employees may review their personal file at any time during regular business hours.

Inquiries from external sources regarding verification of employment will be provided information regarding the dates of employment, position title and employment classification ONLY, through the Personnel Department, unless previously authorized in writing by the employee.

All medical records shall be kept in a separate confidential file from all personnel files. (Adopted 6/9/97)

~~Clerk's Office~~ The Payroll Coordinator will be responsible for updating the following employee status changes in the payroll system:

I. Marital Status
II. Number of Dependents
III. Address
IV. Withholding Deductions
V. Change of Beneficiary
VI. Name Change
VII. Telephone Number

The ~~Clerk's Office~~ Payroll Coordinator will be responsible for notifying insurance companies and retirement systems of any of the above changes.

All medical records shall be kept in a separate confidential file from all personnel files. Adopted (6/9/97)

(Revised 7/6/21)

TIMEKEEPING 3400.000

Compensable work time is defined as any time spent by an employee performing duties or assignments directly relating to employment with Scotts Bluff County as defined by the Fair Labor Standard Act (FLSA). (Revised 2/3/25)

Unless otherwise exempted, each employee is required to record all hours of compensable work. The basic record of compensable hours worked required for each employee is:

I. Time In
II. Time Out
III. Specifically log regular, overtime, vacation, sick, holiday and other hours daily.

This record of compensable hours must be recorded daily by each employee during the pay period using the Time Clock Plus (TCP) application. Three methods of accessing the TCP application are available for Scotts Bluff County employees:

- Web access on employee's desktop
- Mobile phone access utilizing the TCP application (Supervisor approval required, along with GPS access)
- Time Clock, physical locations are Detention Center, Roads Department and Transit Bus

(Revised 12/5/22)

SPECIFIC POLICIES GOVERNING THE USE OF PAYROLL TIME SHEETS AND PAYROLL CLAIMS

I. Each employee is responsible for his/her own time recording within the TCP software or similar time-keeping software. Accuracy and verification are required by the employee and supervisor within the TCP application. (Revised 12/5/22) (Revised 2/3/25)

II. The employee and the Elected/Appointed Official or Department Supervisor must review and sign the Time Report provided by the timeclock software each pay period. This is the data that will be exported to the Payroll Software application. (Revised 12/5/22) (Revised 2/3/25)

III. Elected/Appointed Official must sign the Payroll Claim, confirming the accuracy of hours worked prior to being submitted to the ~~Clerk's Office~~ Payroll Coordinator. (Revised 12/5/22) (Revised 2/3/25)

IV. Signed time sheets must be kept for five (5) years by the Elected/Appointed Official supervising employee.
(Adopted 6/9/97) (Revised 12/5/22)

PAY DAYS **3700.00**

Pay day for all County employees will be the last working day of the month. The County is required by federal law to make certain deductions from your wages. Such deductions include Social Security taxes, as well as federal, state, and any local withholding taxes. Civil deductions will be taken as directed by Court order. Additionally, all voluntary deductions authorized in writing will be made as directed by the employee. Voluntary deductions may include the employee's share of the insurance premium.

All employee payroll will be deposited via Direct Deposit. Direct Deposit is a safe and secure way to ensure employees receive their pay in a timely manner. Direct Deposit is more convenient for employees and provides cost savings and efficiency for Scotts Bluff County. Employees can either have pay deposited directly into one or more checking or savings accounts at any financial institution in the United States or enroll in a pay card program.

If you have any questions about your paycheck or believe a mistake has been made on your paycheck (underpayment or overpayment), contact the Payroll Coordinator ~~in the Clerk's Office~~ immediately. We want you to receive everything you have earned.

An employee's last paycheck may be a physical check to facilitate the checkout process and to ensure County property is returned prior to departure. (Adopted 6/9/97) (Revised 6/5/23)