

Greene County Payroll

County Clerk's Office

Room 113

8am - 5pm

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Payroll Processes

Monday -

- Receive Payroll Checklists
- Review Time in ExecuTime
- Calculate and Confirm Final Pays
- Review Benefits Calendar for Approvals



Tuesday-

- Export all information from ExecuTime into Eden and Lock Payroll
- Manually process all department checklists
- Suspend Sick and Vacation Accruals = Over 8 hours unpaid / LWOP / donated time
- Leave Without Pay = \$0 Monthly LAGERS Reporting
- Deadline for all payroll changes

Payroll Processes

Wednesday -

- Balance all Payroll
- Auditor and Human Resources Review
- Submit Payroll to the Treasurer

Thursday-

- Send Paystubs via email
- Post Payroll
- Retirement Reporting
- Correct any Payroll Issues or Answer any Payroll Questions

Friday -

- Pay Day



LAGERS Reporting

- ▶ Leave Without Pay (LWOP) vs. Unpaid
 - ▶ 1 hour LWOP = \$0 for the month

LWOP = Military Leave or Workers Compensation Leave

Unpaid = No vacation/sick/comp time or choosing unpaid time

*A LAGERS member will continue to receive service credit towards his or her LAGERS benefit if called to active military duty. If an employee will be away on unpaid military leave for at least one full working day during the calendar month, they must be reported as having a member status of Military Leave and have a zero wage reported.

What retirement plans does Greene County Offer?

-Retirement Plans

- ▶ LAGERS (Missouri Local Government Employee Retirement System)
 - ▶ County Paid Retirement
- ▶ CERF 4% (County Employee Retirement Fund)
 - ▶ Mandatory Employee Paid Retirement
- ▶ CERF 457 / Roth 457 / Empower -
 - ▶ 5 Years Vested for Match
 - ▶ Elective Retirement with a current match of \$.50 on every dollar up to 4%



Additional Payroll Questions?