



## Policy HR 7.4 Payroll Records

Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017

NOLS official payroll records are kept by the Administrative Operations Department. Each employee shall submit to his or her supervisor on a monthly (or as designated by Library Administration) basis, an electronically approved work record, reflecting all hours worked, leave taken and overtime worked. An employee's approval on his/her work record constitutes his/her verification that the time reported as worked or paid leave taken away from work was in accordance with the policies of the Library and all time has been recorded accurately. All employee time records must be reviewed and electronically approved by the supervisor. Library and department managers are responsible for reviewing payroll records of employees in their library or department, even if those records have been reviewed and approved by the direct supervisor. The Library Director or Assistant Director shall sign or electronically approve work records for department heads and branch managers. The Assistant Director or Financial Operations Manager shall sign or electronically approve work records for the Library Director.

### **I. Administration**

The Library Director or designee is responsible for administering this policy.