Town of Wayland Finance Department

Procedures for Payroll

The Town of Wayland Finance Department processes a bi-weekly payroll for both town and school employees. The Finance Department maintains the MUNIS payroll module for tax tables, pay codes and year end processing of W-2 forms.

The Town Payroll Manager (TPM) maintains all town employee payroll information and the School Payroll Manager (SPM) maintains all school employee payroll information.

Payroll Processing Requirements

1. All employees must be on direct deposits except for their first payroll with the town.
2. Payroll timelines need to be adhered to.
3. Department managers / School Payroll Administrator need to communicate any issues or delays directly to the TPM on a timely basis.
4. The only employee exempt from direct deposit are minors (18 years of age or younger) , who do not have bank accounts.

Procedures for Processing Payroll

1. The TPM on bi-weekly bases generates the next payroll cycle. All employees with standard pay are populated into the payroll.

2. After the payroll is generated the TPM informs all Time Entry users that the payroll is open and provides deadlines for completion. Time Entry is used to process any exceptions to standard payroll.

3. On a normal week the payroll is generated on a Thursday and the Time Entry users have until Tuesday 4pm to enter payroll batches and approve for processing.

4. On Wednesday morning the TPM will begin closing the payroll and send payroll proofs to various departments for final approval by 9am. It is expected that by 12:30 pm on Wednesday all approvals will be completed.

5. Once approvals are completed the TPM will complete the payroll. The completion of the payroll includes printing live checks for new employees, printing direct deposit forms, generating payroll proof reports , completing Middlesex Retirement file processing and create the direct deposit and vendor treasury electronic files. It is expected that all procedures will be completed no later than Thursday 4pm.

6. The Treasury Department is responsible for the transition of the bank files. The deadline for transmitting the bank files is Tuesday 4pm.

7. During a holiday or inclement weather the time and completion of the payroll may be changed by the Finance Director.

Time Entry Timeline

1. Time Entry is generated the Thursday prior to pay day.
2. Time Entry users have until Tuesday 4pm to entry batches and have batches approved.
3. The TPM will start the closure of the payroll Wednesday morning.
4. The TPM will send payroll proofs to time entry users by 9am on Wednesday.
5. Time entry users have until 12 noon on Wednesday to confirm approval of proof.
6. The TPM continues the closure of the payroll at 12 noon on Wednesday.
7. All departments are responsible for entering time entry batches.
8. The Finance Office will not be responsible for departmental time entry postings.

Processing Additional Payrolls

The following case represents situations where an employee will receive replacement payroll checks.

1. Employee was inadvertently not included in payroll.
2. Employee's check is lost.
3. The TPM will be allowed (up to -7) business days to process a replacement payroll check.

Employee Payroll Checks

All employee payroll live checks will be disbursed by the Treasurer's Office.