



*Polly Irving, County Clerk*

Sheila Harrison, Chief Deputy

Sharlene Hill, 2<sup>nd</sup> Deputy

**RESOLUTION**

**The Muskogee Board of County Commissioners met on 14 day of March, 2022 to consider:**

Whereas the goal of a Supplemental Payroll is to conduct a more accurate account of additional hours and wages owed to any county employee from the previous month's regular payroll; and

Whereas an employee that has been terminated or has quit, the Supplemental Payroll gives the department more time to calculate a more accurate final paycheck of vacation, comp, holiday, etc. This will eliminate any overpayments that is not entitled to the employee and will ensure the employee receives all payments they're entitled to; and

Whereas an employee that has worked overtime hours or special duties, the Supplemental Payroll enables the department a more constrict timeframe to have all necessary documentation supporting the hours/pay that is entitled to the employee; and

Whereas by splitting up the end of the month's regular payroll will then enable the payroll clerk's deadline to be extended for the month, which benefits a new employee receiving their first paycheck. The first paycheck will have more hours accumulated towards it because the deadline has been extended; and

Whereas the Supplemental Payroll will be distributed on or by the Second Friday of every month, beginning in April 2022.

Now, therefore, be it resolved that the Muskogee Board of County Commissioners approves for a Supplemental Payroll and to amend the County Handbook to reflect the change.

Passed this 14 day of March, 2022.



Attest:

*Polly Irving*  
Polly Irving, County Clerk

Board of Muskogee County Commissioners

*Kenny Payne*  
Kenny Payne, Chairman

*Keith Hyslop*  
Keith Hyslop, Vice-Chairman

*Ken Doke*  
Ken Doke, Member