

Payroll Recommendation

Motion by: \_\_\_\_\_ second by: \_\_\_\_\_

To

Approve      Deny      Table

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Roll Call Vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

The motion

Carried

Failed

May 8, 2008

Members of the board;

The attached support shows the analysis of payroll for the last week of December 2007- first week of January 2008. The pay date for this period was January 11, 2008.

The board approved pay raises of 3.7% effective 2008

When payroll was processed, wages paid were at the 2008 pay rate. This caused an overpayment to those receiving a pay raise for the six days remaining in 2007. We are asking for you to review this information and approve more specific wording to state that any pay rate change would be effective the first pay of the New Year. This is the way payroll processed this pay period.

Please review the attached documentation showing the calculations.

Thank you for your consideration,

Sue, Glen and Tracey

**East Bay Charter Township**  
**Analysis of first payroll in 2008 - 2007 hours paid at 2008 pay rate**

<u>Employee Name</u>	<u>2008 hours</u>	<u>2007 hours</u>	<u>Raise</u>	<u>Amount Overpaid</u>
Karen Robinson	32.00	48.00	0.60	28.80
Michael Wilkins	32.00	48.00	0.44	21.12
Cathryn Parker	7.00	10.00	0.54	5.40
Leslie Couturier	32.00	48.00	0.59	28.32
Robert Burns	32.00	48.00	0.52	24.96
Jane Hock	20.00	28.00	0.46	12.88
Rebecca Hoard	20.00	29.00	0.46	13.34
Robert Perry	0.00	3.75	0.52	1.95
Gerald Zeits	32.00	48.00	0.52	24.96
Valerie Hendges	32.00	48.00	0.46	22.08
Tracey Bartlett	32.00	48.00	59.77	35.86
Glen Lile	32.00	48.00	62.69	37.61
Sue Courtade	32.00	48.00	59.77	35.86
			Total	<b>\$293.15</b>

**Processed**

Payroll paid 1-11-08 \$17,195.87  
 Payroll Tax paid 1-11-08 \$1,315.55

**Difference**

Payroll \$293.15  
 Payroll Tax \$22.48

**Refigured**

Payroll paid 1-11-08 \$16,902.73  
 Payroll Tax paid 1-11-08 \$1,293.07