

DEPARTMENT OF EMPLOYEE RELATIONS, PAY SERVICES

Semi-Annual Audit Procedures Related to Bi-Weekly Compensated Boards & Commissions

Purpose of Policy Procedure

For Payroll and HR Representatives within City Departments to establish a method to maintain an accurate record of individuals appointed to their Department's Board/Commission (i.e. name, effective date, and date the appointment is to expire).

To ensure individuals newly appointed, or reappointed to Boards and Commissions of the City who receive a stipend for their services complete an I-9 in accordance with Federal Regulations and are entered onto the payroll system prior to their first board meeting. Lastly, to ensure that when a member's term has expired it is entered into HCM timely to avoid financial loss in payroll monies to the City.

Departmental Payroll/HR Representative Responsibility

It is the responsibility of the Payroll/HR Representative to provide DER-Pay Services a listing of all current/active Board/Commission members. Said report must be submitted in October and March of each year, and include the date each commission is due to expire.

It is the responsibility of the Payroll/HR Representative to notify DER-Pay Services **immediately** should a Board/Commission member end their term prior to its expiration date (either voluntarily or involuntarily).

Any changes to a Board/Commission member are to be updated by Payroll/HR Representatives within HCM the **same pay period** as the change if possible. Changes to a Board/Commission member should not exceed the end of the pay period in which the individual separates employment.

It is the responsibility of Payroll/HR Representatives to develop an internal policy to track/audit when Board/Commission members' terms are due to expire to ensure HCM is updated timely. A copy of said policy is to be submitted to Pay Services each year in January, along with the listing of Board/Commission members, as well as any time the policy is revised

Procedures

Prior to the appointment Payroll/HR Representative to mail individuals newly appointed or reappointed to Boards and Commissions a welcome letter (see attached).

Payroll/HR Representative to follow-up on Board/Commission members who did not respond to letter as instructed; not to exceed 10-days prior to their first board/commission meeting.

Within 7-days of appointment, Payroll/HR Representative shall complete and e-mail a "Hire/Notify" form to the DER Certification Team at DERCERTIFICATION@milwaukee.gov.

NOTE: It is important to notate the date the Board/Commission Member's term will expire.

Pay Services Responsibility

Pay Services will contact Payroll/HR Representatives of City Departments who have Board/Commission members who automatically receive a bi-weekly stipend each October and March for a current listing of Board/Commission members and their expiration date.

DEPARTMENT OF EMPLOYEE RELATIONS, PAY SERVICES

On-Boarding Letter

[Date]

[Name]

[Title]

[Department]

Dear [NAME]

Congratulations on your recent appointment to [INSERT TITLE] with [INSERT DEPARTMENT]. The [INSERT DEPARTMENT] received notice you were sworn in on [INSERT DATE], any person on payroll with the City of Milwaukee has to complete a Form I-9. This is a mandatory condition of employment per the guidelines set by the Federal Government.

The Form I-9 is a 2-STEP process with 2 deadlines: By the end of the day in which you are sworn in, please complete Section 1 of the Form I-9 online at www.newi9.com. To complete Section 2, you are required to go to the Department of Employee Relations (DER) on or before your 3rd day of employment to present acceptable original, unexpired document(s) as indicated in the instructions which are included with this letter.

DER is located on the seventh floor of City Hall. Their hours of operation are Monday through Friday from 8:00am until 4:30pm. Again, if possible please arrange to present your documents to a representative of DER no later than 4:30 of the third day following your appointment.

In the event you are unable to complete Section 2 of the I-9 during these hours please contact Emily Keeley at (414)286-5456 for any special accommodations.

Thank you, and again congratulations on your recent appointment.

Kind Regards,