

PAYROLL

Mission Statement

The Payroll Department's primary goal is to provide a full range of services to the employees of the City of Fort Wayne. Payroll is responsible for issuing payroll checks for Civil City and City Utilities bi-weekly, and the Firefighters Pension, Police Pension, Sanitary Officers Pension and the Municipal Pension monthly. The Payroll staff reconcile all of the above payrolls, processes information to the accounting system, expense AP, processes tax levies, subpoenas, garnishments and child supports, prints W-2's and 1099R's, writes and reconciles PERF quarterly reports and unemployment records. The Payroll Manager is the PERF administrator for the City of Fort Wayne. Payroll also pays Federal and State taxes, processes reimbursements for travel, mileage, seminars, licenses, longevity and clothing allowances. Additionally, the department initiates/maintains electronic direct deposit for the Civil City, City Utilities and the four pension companies. The department also serves as an informational resource to all employees and provides training for department payroll clerks.

Goals and Objectives

1. Produce payrolls correctly under rigid deadlines bi-weekly/monthly.
2. Continued payroll training for Payroll personnel through the national/local American Payroll Association, Cyborg (payroll system) and on-going training in Excel/Word.
3. Upgrade Payroll System working toward electronic employee timecards and employee self serve access.

PAYROLL
Dept # 010-016-OFFC
2006 BUDGET COMPARISON

		2004	2005	2006	\$ INCREASE	% CHANGE
		ACTUAL	APPROVED	SUBMITTED	(DECREASE)	FROM 2005 APPR
			THRU 7/31/05		FROM 2005 APPR	TO 2006
					TO 2006	TO 2006
4111	WAGES-REG	\$ 164,263	\$ 167,920	\$ 172,956	\$ 5,037	3.00%
4115	PARTTIME	296	3,660	-	(3,660)	-100.00%
	TOTAL WAGES	\$ 164,559	\$ 171,580	\$ 172,956	\$ 1,377	0.80%
4131	PERF	9,035	8,396	9,513	1,116	13.30%
4132	FICA	11,903	13,126	13,231	105	0.80%
4134	GROUP HEALTH INSUR	26,000	28,000	31,400	3,400	12.14%
4136	UNEMPLOYMENT	82	86	86	1	0.00%
4137	WORKERS COMP	406	407	375	(32)	-7.84%
413A	PERF/FRINGE	4,928	5,038	5,189	151	3.00%
TOTAL 4100		\$ 216,913	\$ 226,632	\$ 232,750	\$ 6,118	2.70%
4212	STATIONARY/FORMS	\$ 614	\$ 700	\$ 700	-	0.00%
4213	COMPUTER SUPPL	969	-	-	-	0.00%
4219	OTHR OFFC SUPPL	991	940	884	(56)	-5.96%
4263	OTHR REP PARTS	139	200	200	-	0.00%
TOTAL 4200		\$ 2,713	\$ 1,840	\$ 1,784	\$ (56)	-3.04%
431K	SEMINAR FEES	\$ 1,493	\$ 2,205	\$ 2,185	\$ (20)	-0.91%
4322	POSTAGE	796	900	780	(120)	-13.33%
4323	TELEPHONE	953	900	780	(120)	-13.33%
4324	TRAVEL	1,460	1,600	1,600	-	0.00%
432L	LONG DISTANCE	33	120	60	(60)	-50.00%
4342	LIABILITY INSUR	177	177	146	(31)	-17.49%
4343	OFCL/CRIME BOND	42	23	20	(3)	-13.04%
4363	CONT OTH REP	250	-	180	180	100.00%
4374	OTHR EQ RENT	739	924	-	(924)	-100.00%
4391	SUBS & DUES	835	890	851	(39)	-4.38%
4398	MICRO FICHE	279	325	290	(35)	-10.77%
TOTAL 4300		\$ 7,057	\$ 8,064	\$ 6,892	\$ (1,172)	-14.53%
4451	PUR FURNITURE	\$ -	\$ 300	\$ -	\$ (300)	-100.00%
TOTAL 4400		\$ -	\$ 300	\$ -	\$ (300)	-100.00%
GRAND TOTAL		\$ 226,683	\$ 236,836	\$ 241,426	\$ 4,590	1.94%

Payroll 2006-2010 Capital Improvement Program

<u>FUNDING SOURCE CODE:</u>	GRP-Grant Pending	PT-Property Tax
CC-Cumulative Capital Fund	LE-Lease	RB-Revenue Bond
CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond	ST-State Source
CEDIT-Co. Economic Development Income Tax	LRS-Local Roads & Streets	SU-Sewer Utility
CO-County Source	MISC-Miscellaneous	SWU-Stormwater Utility
FED-Federal Source	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2006	2007	2008	2009	2010
1	Laser Printer HP 8150	PT	-	-	-	1,730	-
2	Computer Replacement	CC	-	2,000	1,000	-	-
3	Office Chairs	PT	-	300	-	-	-
TOTAL			-	2,300	1,000	1,730	-

1. Replacement of Printers: printers will be replaced according to City guidelines
2. Replacement of Computers: computers will be replaced according to City guidelines
3. 2005 - 2007: purchase one office chair per year; replacing chairs purchased in 1996.

**STAFFING LEVELS
BUDGETED
PAYROLL**

CLASSIFICATION TITLE	EXEMPT GRID/ * UNION														
		98	99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
Payroll Manager *	G	1	1	1	1	1	1	1	1	1	1	1	1	1	
Payroll Accountant I *	E	0	1	1	1	1	1	1	1	1	1	1	1	1	
Payroll Administrator	E	4	0	0	0	0	0	0	0	0	0	0	0	0	
Payroll Practitioner III *	E	0	1	1	1	1	1	1	1	1	1	1	1	1	
Payroll Practitioner III *	E	0	1	1	1	1	1	1	1	1	1	1	1	1	
Payroll Practitioner II *	E	0	1	1	0	0	0	0	0	0	0	0	0	0	
Benefits Specialist Intern **		1	1	1	1	1	0.5	0.5	0.5	0	0	0	0	0	
TOTAL		6	6	6	5	5	4.5	4.5	4.5	4	4	4	4	4	

* Reflects Grid and Salary Ordinance changes

** Part-Time - Retiree Benefits Administrator (\$6,695)

Payroll Department included in Human Resources from 11/92 -7/95.