

**BOARD OF COUNTY COMMISSIONERS
OF
FRANKLIN COUNTY, KANSAS**

RESOLUTION NO. 05-21

A RESOLUTION AMENDING RESOLUTION 04-63, ADDING PREPARATION OF COUNTY EMPLOYEE PAYROLL TO THE DUTIES OF THE COUNTY HUMAN RESOURCES DEPARTMENT.

WHEREAS, the County in the form of its duly elected governing body has the authority under K.S.A. § 19-101 to determine its local affairs and government, and;

WHEREAS, the County in the form of its duly elected governing body has the authority under K.S.A. § 19-212 to exercise control over the County's financial matters, and;

WHEREAS, the Board of County Commissioners of a County has, pursuant to K.S.A. § 19-229, exclusive control of all expenditures the County accrues, and;

WHEREAS, preparation of payroll has historically been a duty assigned and transferable by the Board of County Commissioners, as it was previously transferred to the personnel department and then to the County Clerk's office without protest by any party, and;

WHEREAS, the duty to prepare payroll is not expressly listed as a statutorily mandated duty of the County Clerk listed in the general powers conferred upon the office in K.S.A. § 19-301 et seq., and;

WHEREAS, the responsibility for payroll preparation is delegated to departments other than that of the County Clerk in Johnson, Miami, Sedgwick, Saline, Leavenworth, Lyon, and Seward Counties and the Unified Government of Wyandotte County, and;

WHEREAS, Franklin County has recently created a Human Resources Department in Resolution 04-63, and;

WHEREAS, the Human Resources Department of Franklin County currently handles most personnel matters with regard to county employees, and;

WHEREAS, the Board finds that the interests of Franklin County employees are best served when the majority of employee-related matters are handled by the Human Resources Department, and;

WHEREAS, the Board finds that the creation of the Human Resources Department has provided the County with an agent more suitable to undertake the preparation of payroll than the office of the County Clerk, and;

WHEREAS, the Board finds that the preparation of payroll could be performed more efficiently and more effectively if handled by the Human Resources Department,

**THEREFORE, BE IT RESOLVED
BY**

THE BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY:

Resolution 04-63 is hereby amended.

In addition to the duties conferred upon the Human Resources Department in Resolution 04-63, subsection (4), the Human Resources Department shall also undertake the responsibility of preparing the payroll of county employees. This duty shall include but not be limited to: the collection of time

worked by employees, the preparation of all payroll checks or deposits, except that all signatures required by statute to be placed upon the checks shall still be required by the proper party, the preparation of all necessary payroll reports for outside agencies, the preparation of all necessary W-2 forms, the management of all taxable reimbursements, the contact for all outside agencies regarding, KPERs, Department of Labor, pensions, employee benefits, and shall have the responsibility for ensuring county compliance with all applicable state and federal regulations.

It shall be the duty of the Human Resources Department to prepare a statement each time a payroll is complete detailing the amounts to be paid in compensation by each department and the line items from which funds are to be taken. This information is to be presented to the County Clerk for the purpose of allowing the Clerk to perform any necessary function expressly stated in K.S.A. § 19-301 et seq.

It shall be the duty of the Human Resources Department to prepare a statement each time a payroll is complete detailing the amounts to be paid in compensation by each department and the line items from which funds are to be taken. This information is to be presented to the County Treasurer for the purpose of allowing the Treasurer to perform any necessary function expressly stated in K.S.A. § 19-501 et seq.

All departments are directed to fully cooperate with the Human Resources Department regarding the carrying out of these duties. This includes: the providing of all payroll files and records, access to all payroll history and computer files, and timely (within 8 hours) responses to all inquiries regarding payroll.

In the event the County is audited by the United States Department of Labor, the Internal Revenue Service, or the Kansas Department of Labor, or any other entity having jurisdiction over issues relevant to the County's payroll, the County Clerk will be responsible for complying with all payroll information requests for records or methodologies prior to March 1, 2005.

This resolution shall take effect upon its publication in the official county newspaper.

Passed and approved this 2nd day of March, 2005.
Franklin County Board of Commissioners

/s/ Donald R. Stottlemire
Donald R. Stottlemire, Chairman

Attest:
/s/ Shari Perry
Shari Perry, County Clerk