

Cheyenne County Clerk



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August 30, 2016

TO: All Employees

RE: Time Clock Plus

The Board of Commission has authorized a change for payroll time periods. Effective October 1, 2016, 12:01 A.M. department heads are to instruct their employees to begin using the Time Clock Plus to log their hours of work with the electronic system. The Time Clock Plus system has been set up using the current policy handbook. Employees will now be paid twice a month, on the 15th (or closest day to the 15th) and last working day of the month. The first pay period will be from October 1st-10th, to be paid on October 14th. The second pay period will be from October 11th-24th, to be paid on October 31st. Please note that with this change, employees will be getting only half of a monthly check which employees are not used to. Deductions will be split between the two checks.

If you have any questions or concerns, please address them to the County Clerk's Office.

Respectfully,

Deb Lindsten
Cheyenne County Clerk