



CLINTON COUNTY DEPARTMENT OF PERSONNEL

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Personnel Director

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CLINTON COUNTY CIVIL SERVICE INFORMATIONAL MEMO #7 (7-11)

TO: All Clinton County Municipal Employers
FROM: Clinton County Department of Personnel
RE: **Payroll Certification**

The Payroll Certification process is the chief mechanism this office uses to ensure all Clinton County civil divisions and agencies employ individuals in accordance with Civil Service Law and Rules, and that payment of wages and/or salaries is legally authorized. Payroll Certification is essentially an audit of the agencies' payrolls and vouchers against the employment information we have on file from the agencies for each employee. The authority for Payroll Certification is found in New York State Civil Service Law Sections 100, 101, and 102.

The law requires certification of all agency payrolls at least once a year, but, the Personnel Director may request additional payrolls for certification as necessary. Agencies must report the pay of all classified employees when payrolls are requested. Employees paid by voucher are considered classified employees and should be reported even though they may not appear on an agency's regular payroll.

Agencies must clearly indicate pay period dates on each payroll submitted and the disbursing or fiscal officer must sign all payrolls and vouchers submitted for certification. Payrolls and vouchers submitted for certification must include the following information and must match the information we have on file for each employee in order to be certified:

- Name of Employee
- Approved Civil Service Classification (Civil Service does not recognize "in-house" titles)
- Gross salary or rate of pay as reported
- Retirement number, if applicable

Agencies must notify the Clinton County Personnel Department of all personnel changes as listed in Rule 21 of the Civil Service Rules for Clinton County. Agencies must submit personnel actions as they occur throughout the year on a Report of Personnel Change form. They should include; applications, New Positions Duties Statements, Reclassifications, Exempt Class Reviews, and any other applicable forms to ensure all appointments are in accordance with Civil Service Law. Accurate completion and timely submission of these mandatory forms helps ensure my office can fully certify your payrolls.

If the Personnel Director withholds certification for an individual, whether on payroll or voucher, or for an entire payroll, the agency cannot legally pay the employee(s) until the payroll is fully certified. Section 101 of Civil Service Law mandates that knowingly continuing to pay employees when the Director has Withheld Certification can be prosecuted as a misdemeanor. In addition, Section 102 of Civil Service Law allows action to be taken to recover illegally paid sums from any officer signing, countersigning, or authorizing the signing or countersigning of such sums.