

**BENEWAH COUNTY
RESOLUTION NO. 2026-19**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BENEWAH COUNTY, IDAHO, AMENDING THE BENEWAH COUNTY PERSONNEL POLICY TO ESTABLISH A MONTHLY TIMECARD SUBMISSION DEADLINE FOR HOURLY EMPLOYEES; PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Board of County Commissioners ("Board") is responsible for the administration of county personnel policies and payroll practices for Benewah County; and

WHEREAS, The Board has reviewed the County's current payroll process and determined that, under the existing reporting schedule, hourly employee work hours occurring near the end of each month may require estimation before payroll is processed; and

WHEREAS, The use of estimated payroll hours requires subsequent reconciliation of payroll records, increases administrative workload, and creates the potential for payroll discrepancies and corrections; and

WHEREAS, The Board evaluated several alternatives, including modification of the County's payroll disbursement date, and determined that maintaining the existing payroll schedule best serves the interests of both the County and its employees; and

WHEREAS, The Board finds that establishing an earlier monthly deadline for submission of hourly employee timecards will eliminate the need for estimated payroll entries while preserving the County's existing payroll disbursement schedule; and

WHEREAS, The Board finds that this amendment will:

1. Improve payroll accuracy;
2. Eliminate estimated payroll entries;
3. Reduce payroll corrections and reconciliations;
4. Reduce administrative workload;
5. Improve payroll efficiency; and
6. Maintain the County's existing payroll schedule.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Benewah County, Idaho, as follows:

Section 1. Personnel Policy Amendment. The Benewah County Personnel Policy is hereby amended by adding the following section:

Monthly Timecard Submission Deadline

All hourly (non-exempt) employees shall submit completed and approved monthly timecards no later than seven business days prior to payday.

If the seventh day falls on a County-recognized holiday, completed timecards shall be submitted on the last regularly scheduled County workday immediately preceding the 7th day prior to payroll.

Department heads and elected officials shall ensure that all timecards are reviewed and approved in sufficient time to meet payroll processing deadlines established by the County Clerk's Office.

Failure to timely submit a timecard may result in delayed payment of hours not timely reported, which shall instead be processed on the next regular payroll following verification and approval, unless otherwise required by applicable law.

Section 2. Payroll Administration. The County Clerk, as Ex-Officio Auditor and payroll administrator, is authorized to establish administrative procedures necessary to implement this policy and to ensure efficient payroll processing.

Section 3. Transition Period. To implement this revised reporting schedule, hourly employees shall experience a one-time shortened payroll reporting period beginning October 1, 2026. Thereafter, payroll shall be processed using actual hours reported through the established monthly cutoff date, eliminating the need for estimated payroll entries.

Section 4. Employee Notification. The County Clerk, as Ex-Officio Auditor and payroll administrator shall provide notice of this policy amendment to all County departments and affected hourly employees before implementation, including written guidance regarding the revised reporting deadline and transition period.

Section 5. Effective Date. This Resolution shall become effective October 1, 2026.

PASSED AND ADOPTED by the Board of County Commissioners of Benewah County, Idaho, this 13th day of July, 2026.

BOARD OF COUNTY COMMISSIONERS
BENEWAH COUNTY, IDAHO

ATTEST:

By: 
Janeen LeWan, County Clerk

By: 
Robert Short, Chairman