

Saline County Personnel Request Form

Description: Justification/ Need

New Position Classification: PT ☐ FT ☒ Intermittent ☐

Number of Positions Requested: 1

Job title: Payroll Support Specialist

Estimated Costs (Request from HR)

Salary	\$ 36,892 – 47,111
Work Comp	\$ 18.00
FICA/Medicare	\$ 2,822.00
KPERS	\$ 3,951.00
Unemployment	\$ 37.00
Health/Dental	\$ 11,229.64
Total	\$ 54,949 – 67,061

Additional expenses:

Furniture	\$ 1,250.00
Special Equipment	\$ 900.00
Office Supplies	\$ 150.00
Uniform	\$ 0.00
Other	\$ 200.00

Funding source: General fund

Notes/comments See attached

2026 HR Personnel Request

2022 was the last staffing increase in Human Resources and prior to that, it was in 2008 where a part-time position was approved to be increase to a fulltime position. When other departments increase their staffing levels, it increases the workload of HR.

While the current regular staffing level across all departments is 349 regular FT, 3 regular PT, 16 fairly constant seasonal/intermittent. In addition, we have volunteer firefighters and election workers that vary in numbers. In 2024, we process 729 W2s which that reflects those hired, those terminated and those maintained through the year indicated above. Additionally, we have recordkeeping for volunteers and interns.

While each individual item below does not sound impactful to workload, the accumulation of all of them have significantly increased HR workloads and responsibilities. The evolving labor market requires us adjust, to be an employer of choice, to be able to attract and retain our talent, to affect employee satisfaction and overall productivity across the County.

Most notable of the recent additions are:

- Hiring incentives
- Tool Allowance
- Referral incentives
- Longevity bonuses
- Parental leave
- Volunteer leave
- Bilingual pay
- Creation of the County-wide Safety Committee
- Creating base and buy-up plans for both health and dental plans
- Movement from just 2-tier insurance plans of employee or family coverage to a 4-teir plan for employee only, employee/spouse, employee/children and full family.
- Addition of Health Savings Accounts to include enrollments, changes in deductions and termination processing.
- Shift differential pay
- Call-in, Call-out and Standby pay
- FTO (field training officer) pay
- Manual checks and balances while reviewing timesheets prior to processing payroll where supervisors don't always catch hours related to unpaid leave and holidays, comp time related to other paid leaves, FMLA hours tracking and overtime related to sick leave usage.
- Tracking of comp time.
- Manual adjustments for leave carry-overs in CIC and TC+.
- With evolving labor laws and regulations, the County must ensure it remains compliant to help reduce compliance risks, avoid potential penalties and maintain the County's reputation as a responsible employer.
 - FLSA
 - Worker's Compensation
 - FMLA

- ACA
- HIPAA
- Medicare reporting
- ACA form 720-PCORI

While technology does help to streamline some operations, it does take human interaction to load, maintain and balance the data to integrate with other technology. Technology added:

- TC+, balancing CIC payroll and leave data.
- Employee Navigator, benefits enrollment portal

The current HR team is struggling to manage daily operations effectively while also working on continuity of operations and succession planning. The existing HR team's capacity has hit a ceiling and cannot absorb any more workload in order to remain effective and to allow room for growth regards to better flow of data processing, keeping checks and balances in place, keeping continuity of operations plans current and allow for succession planning. Additionally, many times our HR team is at their maximum accumulated leave time and experience a certain amount of guilt when taking time off due to shifting work to others or the concern of what they have to return to when taking time off since much of the work does not stop or cannot be delayed in HR. There is a potential that 75% of the current HR staffing will retire within 1-5 years.

Recommendation

This request is to approve an additional HR employee to address the growing needs of our workforce and ensure the HR department can continue to meet the County's strategic and operational goals. This position would be a payroll support specialist to ease the tasks of our payroll and benefits responsibilities to maintain the necessary checks and balances.

Estimated salary is \$36,892-\$47,111 depending on whether position would be filled with an entry-level person or a transfer from another department. Estimated grade 11-12 based upon estimated duties, but subject to a TAG grade determination. Benefits estimate is \$16,000 to include insurance, employment taxes, KPERS.

Additional initial startup expenses would be approximately \$4,000-\$4,500 depending on available, but unused items possibly in other departments to include:

- Workstation/desk/calculator, \$1,000
- Desktop computer and wiring and monitors \$900
- COOP laptop, NA possibly use from another department
- Phone and wiring, possible existing equipment and installation
- Chair/chair mat, \$250
- Carpet tiles for anticipated workspace due to concrete floor \$150
- Basic office supplies for initial office set up/adding machine \$200
- Additional costs for electrical access to proposed office location is approximately \$1,500-\$2,000