Tim,

Please add to the January 3rd Selectmen's agenda:

Discuss moving our payroll date from every other Wednesday to every other Thursday.

Why is this change needed??

- Payroll data has to be entered two days before the pay date.
- Most holiday's fall on Mondays. That doesn't leave two days to enter the payroll data before the Wednesday pay date; an example is Jan 3rd, 2012.
- When the payroll falls after a Monday holiday I have only a few hours to complete the payroll process. This is always stressful and greatly increases the chance of errors.
- When I began preparing last Thursday for the next payroll, I had a computer hardware crash. This highlights the fact that our short deadline after holidays leaves no margin for error if we have an unforeseen problem such as:
    1. Computer failure
    2. Internet connection down
    3. Lightening strike – which occurred at the town hall Aug 2010

The very simple solution is to move the payroll date forward one day to Thursdays. Then the data could be entered all day on the Tuesday after holidays.

Regards,

Melanie