

Wyoming County Business Center (WCBC)
Payroll Procedures Regarding Federally Funded Projects

Payroll

Hours charged to federally funded projects must be based on actual hours worked, not based on estimates.

Hours included in pay for leave hours, including sick and personal time, for those working on the grant project cannot be charged to grants, only to general operating expenses, so all hours recorded for grant sources are actual hours worked.

Direct hours worked on the grant project must be recorded and approved by the President/CEO.

Fringe benefits paid to personnel are only applied to a grant project in proportion to the total amount of hours paid in a pay period and hours charged to the grant project.

All Management and Staff of the WCBC shall be employees of the Wyoming County Industrial Development Agency (WCIDA). Personnel policies regarding hiring, position classification, duties, evaluations/raises/promotions, salaries, leave, fringe benefits, and equal employment opportunities are included in the WCIDA Employee Handbook.

Note: A Copy of the WCIDA Employee Handbook is included with this submission.

Adopted September 21, 2022