



TOWN OF MARSHFIELD

FISCAL TEAM FAQ SHEET

PAYROLL AND BENEFITS

4-12-19

- CHANGES TO DIRECT DEPOSITS MUST BE DONE IN PERSON AT TOWN HALL WITH A PHOTO ID PRESENTED. THE EMPLOYEES SHOULD SEE ROSIE KAULBFLIESCH FOR THIS ACTION
- INSURANCE CHANGES MUST BE DONE IN PERSON AT TOWN HALL – (PLEASE SEE DANILLE KERRIGAN)
- ANY CHANGES TO TAX WITHHOLDINGS MUST BE DONE IN PERSON AT TOWN HALL - (SEE ROSIE KAULBFLIESCH)
- EMPLOYEES ARE RESPONSIBLE TO CHECK THEIR DEDUCTIONS ON THEIR PAY STUB TO ENSURE ACCURACY
- EMPLOYEES ARE RESPONSIBLE TO CHECK THEIR RATE OF PAY
- EMPLOYEES ARE RESPONSIBLE TO CHECK THEIR PAID TIME OFF AMOUNTS ARE CORRECT (this only applies to Non- School Employees - School Employees verify time off balances through Frontline since their balances are not reflected in payroll)
- W-2 REQUEST MUST BE MADE IN PERSON- (PLEASE SEE ROSIE KAULBFLIESCH)