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)