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TO: Department Directors and Constitutional Officers
FROM: Celeste Broadstreet, Assistant Finance Director
DATE: November 20, 2013
SUBJECT: Payroll Functions

Effective immediately the Finance Department will be handling the payroll functions for the City. Human Resources will continue to handle hiring and employee benefits. The following is a list of functions and which department is responsible:

Finance Department	Human Resources
Timesheet collection	Personnel Action Forms (PAFs)
Timesheet pickup	Questions regarding benefits
Pay stub pickup	
Questions regarding pay stubs	
Address Change Forms	
Direct Deposit Change Forms	

Timesheets and pay stubs will be available for pickup in the Finance Office, Room 103 by noon on the Thursday of payroll week. Jennifer Cather (extension 1421) will be the main contact in Finance for payroll related questions. Beth Hindle (extension 1546) and I (extension 1378) are also available for questions or concerns.