



# PERSONNEL RULES AND REGULATIONS

<b>RULE 14:</b> <i>Records and Reports</i>	<b>EFFECTIVE:</b> <i>January 1, 2015</i>
<b>REGULATION 1:</b> <i>Certification of Payroll</i>	<b>Pages:</b> <i>1 of 1</i>

Pursuant to Nebraska Revised Statute § 23-2526, prior to the payment of any salary, wage, or other compensation for work performance, the Human Resources Director shall certify that each person named on the payroll has been employed in accordance with the appointment and classification system of the PRR and that the salary rates for all positions are authorized by the compensation plan.

Furthermore, the Human Resources Director may, for proper cause, withhold certification from a payroll any specific item(s). The Human Resources Director shall provide certification of payroll annually, and that such certification shall remain in effect unless a status change occurs. When status changes occur, the Human Resources Director shall recertify the payroll prior to any payment of wages with respect to appointment, classification, and compensation.