

2020 PAY SCHEDULE FOR COUNTY (blue) AND COURTS (orange)

WEEKLY CLAIMS PAY SCHEDULE (for all offices)

Regular claims must be turned in no later than NOON on Friday in order to be paid the next week.

<i>Claims (except for contracts or utilities) must be turned in by noon on 12/13/19 to be paid on</i>	<i>12/20/19</i>
---	-----------------

<i>Claims (except for contracts or utilities) turned in after noon on December 13 will be paid on</i>	<i>01/10/20</i>
---	-----------------

Claims should be turned in daily but if you have to wait till Friday, no later than noon. They will be paid the Friday following the week they are turned in. If you are physically bringing in claims, there is an inbox tier next to Terri Woodward's desk. Regular claims go in the inbox marked Terri. Telephone and utility claims go in the inbox marked Janet. These are paid on Friday of the same week if turned in by Tuesday afternoon. All departments in & outside the Civic Center are encouraged to scan and email claims, quietus forms & correspondence to: claims-bookkeeping@evansvillegov.org

MONTHLY PAYMENT SCHEDULE FOR COURTS

Turn claims in on or before:	Checks will be written on:	Turn claims in on or before:	Checks will be written on:
01-10-20	01-31-20	07-10-20	07-31-20
02-10-20	02-28-20	08-10-20	08-28-20
03-10-20	03-27-20	09-10-20	09-25-20
04-10-20	04-24-20	10-10-20	10-30-20
05-10-20	05-29-20	11-10-20	11-25-20
06-10-20	06-26-20	12-10-20	12-29-20

THE FOLLOWING TYPES OF COURT CLAIMS ARE PAID WEEKLY:

- Contractual Payments (Contracts Signed By The County Commissioners Only)
- Dues And Registrations (Conferences, Seminars & Hotels)
- Employee Reimbursements (Mileage & Travel)
- Financial Institutions (Charge Accounts)
- Other Governmental Entities
- Postage Claims (Stamps & Post Office Boxes)
- Telephone Bills

Employee checks will be placed in your department folder on the mail cart in Room 208 to be picked up each Friday after 10:00*. If you would like any other check sent back to you, please put a note on the claim under vendor name. Those checks may not be ready till after 12. After 2:00 pm, everything is taken upstairs to the Controller's office (Room 300) and put in the slot marked with your department name.

***CHECKS WON'T BE READY FOR PICKUP UNTIL NOON IF IT'S A SHORT WEEK & ON THE LAST PAY OF THE YEAR.**

Please balance your records with MUNIS each month. We don't know if a claim has been missed if you don't let us know. This should also eliminate duplicate claims being sent in for payment and claims being returned due to lack of funds. Check your claims for account errors and lack of money BEFORE sending them in for payment.