

GENERAL ORDER 82.6.1

Payroll

GENERAL ORDER CROSS-REFERENCE: None

SUMMARY

Describes the Department's payroll procedures.

DISCUSSION

None.

POLICY

I

The supervisor of each unit shall ensure the recording of each employee's time into PeopleSoft. On the last day of the bi-weekly pay period the supervisor will approve the time card entry. The employee shall also review and approve the time card entry.

II

HOLIDAY ACCRUAL

Holiday time is accrued and capped in accordance with the SPA Agreement, SEIU and OPEU Contract for represented personnel, and City Personnel Manual for non-represented employees.

A new employee who starts in the middle of the month gets a pro-rated holiday amount for that month. Finance will figure the amount and add it to the employee's account.

III

PROJECT NUMBERS AND ACTIVITY CODES

Project numbers will be assigned from an established list from the finance department. This is a number which can be assigned for special events and critical investigations.

IV

ORGANIZATION CODES

If an Organization (ORG) code is changed the employee's profile shall be updated in PeopleSoft payroll.

V

MID-MONTH RAISES

A Personnel Action Form (PAF) will be processed showing the date on which the raise is effective.

VI

PARTIAL MONTH'S PAY

Partial pay is calculated for the full-time hourly employee based on actual hours worked in the pay period.

VII

RETRO-ACTIVE PAY

If a PAF states that the employee's raise started on a date in the prior pay period, retro-active pay will be calculated by Payroll.

VIII

EARLY PAYCHECKS

A person requesting an early check must write a memorandum and submit it through the chain of command for approval. The approved memo must be received by the finance department 5 business days prior to the day the check is wanted.

IX

VOLUNTEER HOURS WORKED

All hours worked by volunteers shall be recorded in Volgistics by their immediate supervisor or designee. Hours shall be entered during each pay period worked.

Richard L. Lewis
Chief of Police