

Bowie City Police Department - General Orders



TITLE: PAYROLL		NUMBER: 334
EFFECTIVE DATE: 5/9/16		REVIEW DATE:
X_NEW _ AMENDS _ RESCINDS		DATE:

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS	TOTAL PAGES 2
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I. POLICY

It is the Department's policy to accurately maintain a payroll record for both sworn and civilian personnel.

II. PAY PERIOD

The pay period will be for two weeks, starting on Sunday at 0000 hours, and ending on Saturday, at 2359 hours. Pay checks for employees will be issued on the Friday after the end of the pay period.

III. ACCURACY

Those officers who fill out their own time sheets are accountable for the accuracy of the document. Patrol / Unit Supervisors will complete entry for straight time for their squad / units payroll and are accountable for the accuracy of the time and attendance. It is the responsibility of the Personnel Section to review all time and attendance submissions for accuracy. In the event a discrepancy is found by the Personnel Section, the direct supervisor will be notified.

IV. PROCEDURES

A. Leave slips:

1. Annual Leave/Floating Holiday/Personal/ Supplement/Compensatory Leave:

i. During the pay period, it is the employee's responsibility to have the request completed and approved prior to taking the leave. Except in extraordinary circumstances, employees will fill out their own leave slips.

ii. Leave slips shall be given to his/her immediate supervisor for approval; then forwarded to Personnel for entry into the Payroll database.

2. Call Out: If an employee is sick for the day or an extended period of time, it will be the responsibility of his/her immediate supervisor to complete his/her

leave request form during the pay period. The Personnel Section shall make entry during the pay period the call out occurred in.

3. Overtime Request: Whenever an employee is required to work overtime, it will be the responsibility of that employee to complete and submit the request to his/her immediate supervisor.
4. Court Overtime Slips: All overtime slips will be attached to the employee's court summons and forwarded to the employee's immediate supervisor for approval then to the Personnel Section for entry.
5. Payroll Processing: The Personnel Section will send notices when the last day to input payroll will be. A copy of the schedule can also be obtained from the Personnel Office.
6. Copies: A copy of the approved leave slips will be placed in the member's mailbox. The City's Finance Office shall maintain all originals.

V. TIME AND ATTENDANCE SYSTEM INFORMATION

The Personnel Section can assist supervisors when needed on how to operate the time and attendance system.