

RULE 12

PAYROLLS

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RULE 12 - PAYROLLS

12.1 Certification Of Payroll:

It shall be the responsibility of the Director of Human Resources to certify all payrolls. No wage, salary or compensation for services shall be paid to any person holding a position in the combined Classified Service unless the payroll accounts for such wage. Salary or compensation shall bear the certification of the Director of Human Resources that the person named therein has been appointed or employed and is performing service in accordance with the provisions of these Rules and Regulations.

12.2 Hourly Basis Employees:

Employees paid on an hourly basis (Temporary, Probationary, or Permanent) shall be reported on the weekly payroll forms for the hours or fractional hours worked each day (normal plus overtime), together with approved leave with or without pay, if any.

12.3 Salaried Employees:

Salaried employees (Temporary, Probationary and Permanent) shall be reported on weekly payroll forms for the number of days and fractional days worked each pay period, together with related documents.

12.4 Unauthorized Leave:

Unauthorized Leave shall be reported on the payroll and appropriate leave forms shall be prepared by the department and forwarded to the Director of Human Resources for retention in the employees' personnel files.

12.5 Payrolls and Allied Paperwork:

A Preparation: Payroll Attendance Sheets are prepared at the department level and signed by the Department Head. The payroll is then sent, including appropriate leave forms, to the Department of Human Resources. The payroll and leave forms are checked for compliance with current Rules and Regulations as set forth herein and then certified by the Director of Human Resources. Should a correction be necessary, the Appointing Officer or the Department Head concerned will be notified and such correction will be submitted by the department on the next payroll. The Accounting and Payroll Office will process the payroll and prepare pay checks.

B. Submission:

Payroll:

- a. Department Heads shall forward the payroll to the Department of Human Resources no later than, 4:00 p.m. Friday, with all appropriate papers, memos, etc. (i.e., Administrative Leave absences, sick leave (over nine (9) days), etc.). After approval by Department Head, Request for Leave Forms should be retained in the Department. For the following absences Request for Leave Forms will be sent to the

Department of Human Resources for approval of Director of Human Resources and/or City Manager or City Auditor and Clerk, for their respective employees:

Sick Leave over seventy-two (72) working hours
Bereavement Leave
Workers Compensation
Family Medical Leave
Administrative Leave
Leave of Absence

- b. The Department of Human Resources shall certify the payroll and forward it to the Accounting and Payroll Office no later than 4:00 p.m. Monday.
- c. The Accounting and Payroll Office shall process the payroll and have pay checks available for distribution to departments from 8:30 a.m. to 9:30 a.m., Friday.

12.6 Standard Symbols to be Used on Payrolls:

The following symbols shall become a part of the service payroll reporting system:

A	Indicates Commission appointee.
AL	Administration Leave; for authorized leave to include military leave, court leave (witness/jury) and authorized travel, if with pay, enter proper number of hours.
AWOL	Absence without Leave - Employee did not report for duty and did not notify Department Head in advance.
B	Bonus Day (or Incentive Award Bonus Day) earned as a result of no sick time having been taken within a quarter.
CTE	Compensatory Time earned in compliance with these Rules and Regulations.
CTT	Compensatory Time taken in compliance with these Rules and Regulations.
BL	Bereavement Leave is time taken off due to death in the immediately family (spouse, parents, grandparents, brothers, sisters, children and grandchildren of both employee and spouse). In Remarks indicate: (1) Relationship of family member who is deceased; and (2) City and State of deceased.
FML	Family or Medical Leave is time requested for birth of child, placement of child for adoption or foster care; serious health condition for recurring or lengthy absences of employee; serious health condition that makes employee unable to perform essential functions, and serious health condition affecting employee's spouse, child or parent.
H	Holiday with pay; if holiday is not taken on the day it is due, it should be entered when it is used and explained.
LOA	Personal leave-of-absence means duty with or without pay as may be requested by Department Head and approved by City Manager or City Auditor and Clerk, for their respective employees.

N/W	Absolutely "No Work" available, for which the employee is not responsible. Example: Equipment breakdown, rain, or no work available.
RWS	Run/Walk/Swim Fitness Leave Day earned as a result of successfully performing one of these three categories, run, walk or swim.
SL	Sick Leave; enter proper number of hours with pay.
V	Vacation.
W/C	Worker's Compensation; to be used only when employee has been injured on the job.
WC-P	To be used only when an employee has been injured on the job and the injury has been ruled "preventable". This will indicate that the employee is on Worker's Compensation, but without pay.
WC-NP	To be used only when an employee has been injured on the job and the injury has been ruled "non-preventable" or "unusual or hazardous condition". This will indicate that the employee is on Worker's Compensation, but at full salary.

12.7 Payroll Processing:

The Department of Human Resources shall process the department payrolls for verification of correct employee number, rate of pay, appointment in City service, and hours worked.

If overtime pay is reflected on the payroll, the Department of Human Resources shall confirm authority for such pay.

Upon completion of the above, the payroll shall be certified as required in Rule 12.1 and forwarded to the Accounting Department in accordance with Rule 12.5.B.

12.8 Exempt Employees:

Pay for exempt employees (exempt from the overtime provisions of the Fair Labor Standards Act), shall be accounted for on the payroll in hourly increments. Authorized absences from duty shall be reported on the payroll in the appropriate column (Sick Leave, Comp Time, Leave, etc.). Exempt employees (exempt from the overtime provisions of the Fair Labor Standards Act) are paid on a salary basis in accordance with the Fair Labor Standards Act. However, to standardize our automated records, the hours worked and utilized absence hours for exempt employees shall be recorded in hourly increments. Any variation from the salary basis pay must be in compliance with the Fair Labor Standards Act.