

# Bowie City Police Department - General Orders



TITLE: PAYROLL		NUMBER: 334
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_ NEW <input checked="" type="checkbox"/> AMENDS   _ RESCINDS		DATE: 5/9/16

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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. Paychecks for employees will be issued on the Friday after the end of the pay period.

## III. ACCURACY

1. All employees shall complete their own time sheets to include inputting straight time, overtime, and leave requests. Members are accountable for the accuracy of the entries into the NovaTime Payroll System.
2. Patrol / Unit Supervisors shall review and submit entries for straight time for their squad / units payroll and are accountable for the accuracy of the time and attendance.
3. Supervisors also shall approve or deny overtime or leave requests submitted by squad/unit members. Employees should enter the date and time worked daily.
4. Supervisors shall ensure all straight time and requests i.e leave and overtime have been submitted by their last working day in the pay period.
5. When a member's immediate supervisor is out of the office and unable to submit time and requests, the requests shall be approved/denied by the employee's Commander.
5. 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:**

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 complete their own leave request.

ii. Leave requests shall be approved/denied by his/her immediate supervisor for approval unless that supervisor is out, then the request shall be approved/denied by the employee's Commander.

2. Call Out: If an employee is sick and calls out, the employee shall complete the leave request upon returning to work. When an employee is out for an extended period, they can submit the request from home or via the app. Supervisors should only submit the request in extreme circumstances.

\*The Personnel Section shall make entry during the pay period the call out occurred in when needed.

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 in NovaTime, with a note noting what the overtime was.

4. Court Overtime: All Court overtime entries shall include a note documenting the case number, defendant's name and or the States Attorney's name.

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. No paper slips will be maintained in the Personnel Office.

7. Personnel will make entries for members who are out for administrative leave.

**V. TIME AND ATTENDANCE SYSTEM INFORMATION**

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