

## Greenbelt Police Department – General Orders

	Title: <b>Time Sheets</b>		Order #: <b>315</b>	
	Effective Date: October 27, 2004	Review Date:		
	<input checked="" type="radio"/> <b>New</b>	<input type="radio"/> Amends	<input type="radio"/> Rescinds	
Approved by: <b>Chief James Craze</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard:			Pages: 4	

**01 POLICY:** It is the Department’s policy to accurately maintain a payroll record for both sworn and civilian personnel.

**02 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.

**03 ACCURACY:** Those officers who fill out their own time sheets are accountable for the accuracy of the document. Patrol Supervisors who do their squad payroll are accountable for the accuracy of the time sheet. It is the responsibility of the Chief of Police’s Administrative Assistant to review all time sheets for errors.

**04 PROCEDURES:**

**A. Leave slips:**

1. Annual Leave/Special Holiday/Employee Appreciation Day/Compensatory Leave: If an employee anticipates using annual leave, special holiday, or compensatory leave during the pay period, it is his/her responsibility to have the request completed and approved prior to taking the leave. Except in extraordinary circumstances, employees will fill out their own annual leave, special holiday or compensatory leave slips.
2. Sick Leave: 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 sick leave request form.

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. Leave/Overtime Slips: All leave and overtime slips will be paper clipped to the employee’s time sheet and forwarded to the Chief of Police’s Administrative Assistant.

5. Payroll Processing: Time sheets, provided by the City’s Finance Department, are normally due in the Office of the Chief of Police no later than Monday morning at 1000 hours after the end of the pay period. Once the Chief of Police’s Administrative Assistant reviews all of the Department’s employee’s time sheets, he/she shall forward them to the City Finance Office. On occasion time sheets may be due earlier (holiday on Monday). When this occurs the Chief of Police’s Administrative Assistant will forward a memorandum to all employees of the change.

6. Copies: A copy of the payroll record for each bi-weekly period will remain on file in the Office of the Chief of Police for a period of at least one year. The City’s Finance Office shall maintain all originals.

**05 TIME SHEET INFORMATION**

**MEMORANDUM:** The attached Memorandum will be placed behind this Order. The memorandum was designed to assist officers in filling out their payroll sheet correctly.

*Greenbelt Police Department*

**M E M O R A N D U M**

**TO:** All Departmental Personnel  
**FROM:** Jackie Curley  
**DATE:** July 1, 2007  
**SUBJECT:** Time sheet Information - please read through at least once thoroughly

Please submit all time sheets with overtime/comp long forms, admin. injury slips, sick, comp and annual leave forms no later than the Monday morning that payroll is due, although I would appreciate them by Friday morning so that I have adequate time to review them. If you submit the time sheets on Friday, I will be glad to check on overtime worked or leave changes over the weekend and make the appropriate corrections on the time sheets. It is not all that complicated, but it is a lot of detail and errors will be made, and I would like to try to avoid this so that we all get paid properly.

“Flex time” should be flexed within a payroll period. State the hours and that it is flex time on the employee time sheet. If a day off for training, put D.O. and 8.5 hours, for instance, admin (training) on the day of training.

When coding, always start with “80” Regular Hours , then subtract only annual, comp, sick leave or paid holidays (whether you work them or not) from the “80” Regular Hours, as I show on the example time sheet.

Code “1” - Regular Hours

- a. Administrative Hours - do not subtract from REGULAR HOURS.
  - specify the following type of admin. leave on time sheet under “Remarks.”
    - Training - no leave slip required
    - Jury duty - leave slip required with court request
    - On-duty Injury - leave slip required -
      - on-duty injury - specify date and nature of original injury on leave slip for tracking purposes.
    - Family Death leave - leave slip required - specify family member
    - FOP leave - leave slip required with FOP approved slip.
    - Military leave - leave slip with statement from his/her unit designating the time the employee was on-duty and the total amount of pay received for such duty (see COPAR).

Code “4” - Sick Leave (subtract from “Regular Hours”

- Off-duty injury or illness must have with doctor’s note if 3 days or more, per COPAR.
- Note on time sheet under remarks whether “sick leave or “family sick leave”

and your illness/injury for tracking purposes if your illness/injury ends up as a cause for long term disability or possible retirement down the road. You never know.

Code "5" - Overtime

- On time sheet, be sure to indicate hours worked and provide attached overtime/comp form.

Code "7" - Annual Leave (subtract from "Regular Hours")

- Be sure to attach leave slips.

Code "11" - Holiday (subtract from "Regular Hours")

- Use for all paid holidays with exception of Employee Appreciation Day and Special Holidays.

Code "15" - Comp Taken (subtract from "Regular Hours")

- Be sure to attach leave slips.

Code "17" - Comp Earned Salaried/PT

- Only the Command Staff are salaried. The rest of us are Code "18"
- On time sheet, be sure to indicate hours worked and provide attached overtime/comp form.

Code "18" - Comp Earned Hourly

- On time sheet, be sure to indicate hours worked and provide attached overtime/comp form.

Code "21" - Special Holiday -sometimes Council approves as a specified date for which it is then a paid holiday; otherwise, if approved as a floating, personal holiday, you will need to:

- use special City form
- provide leave slip for the extra .5 hour or more hour or more of leave taken, if your shift is more than 8 hours.

Code "22" - Night Differential for Dispatchers

- Includes hours worked from 7 p.m. to 7 a.m. provided half of your hours worked are within this 12 hour timeframe.
- Night differential is only counted when overtime if holiday overtime.

Code "23" - Night Differential for Officers

- same standards apply as for Dispatchers

Code "35" - Employee Appreciation Day

- use special City form
- if your shift is more than 8 hours, provide leave slip for the extra .5 hour

or more hour or more of leave taken.

Code "36" - Disability (on-duty) - FINANCE WILL CODE THIS.

- Only used for on-duty injury after administrative leave is no longer granted.

Code "37" - Disability (off-duty) - FINANCE WILL CODE THIS.

- Only used for non-duty injury after elimination period of thirty days.

Code "40" - On-call pay

- For on-call officers, total days you are on-call minus leave days that you are not, multiply by \$5 per day, and list dollar amount under "Rate" (Example: Code 40 - on call 5 days x \$5 = \$25) - see sample timesheet.

FTO – Field Training On-Call Pay

- For officers who are field training newly-hired officers, each day these officers receive \$35 per day.