

CITY OF COMMERCE

ADMINISTRATIVE POLICIES

TIME SHEETS/PREPARATION OF PAYROLL

1.0 PURPOSE

To establish guidelines for preparation of employee time cards and City payrolls.

2.0 POLICY

- 2.1 Time Sheets are to be completed by all employees.
- 2.2 The time sheet will include:
 - A. Employee name
 - B. Department
 - C. Pay Period
 - D. Hours to be compensated, broken down on a daily basis into hours worked; holiday time, sick leave, compensatory time, vacation, leave without pay, etc.
 - E. Employee signature
 - F. Department Head signature on main time sheet
- 2.3 The Department of Administrative Services will compute earnings as well as deductions.
- 2.4 Changes in rate, position, and status will be supported by a Payroll Status Change Form and approved by the Department Head and City Manager.
- 2.5 The Payroll Status Change Form will be made a part of the personal history record of the employee.
- 2.6 No salary change will be implemented unless accompanied by an approved PSC.
- 2.7 Paychecks will be distributed to the employee's Department Head unless other arrangements have been pre-approved.
- 2.8 An employee's paycheck may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee.
- 2.9 Employees are expected to cash their paychecks on their personal time.
- 2.10 Payroll records will be maintained by the City according to state and federal laws.

- 2.11 Falsification of time records for payroll purposes is reason for discipline as per the Administrative Policy on EMPLOYEE CONDUCT.
- 2.12 Employees may direct inquiries concerning payroll matters to the Accounting Supervisor.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive script, appearing to read "Ryan M. Konej", is written over a horizontal line.

timesht.adp