

Payroll Record Procedures

1036.1 PURPOSE AND SCOPE

To standardize accounting procedures and to ensure that each employee of the Barstow Police Department receives proper compensation for hours worked, the City of Barstow Accounting Department shall maintain all payroll records in accordance with regulations set forth by current City of Barstow Policy and Procedures, as well as current Memorandum of Understanding (MOU) between each bargaining unit within the police department and the City of Barstow. Employees of the Barstow Police Department shall be responsible for the proper reporting of hours worked or leave hours in accordance with this policy, the laws of the State of California, and any Federal laws.

1036.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

The City of Barstow requires that each employee submit a bi-weekly time card indicating the total number of hours worked during the specified payroll period. Time cards will be submitted on the approved form or in an electronic format, as specified by the City of Barstow Accounting Department.

Time cards shall require approval by the employee's immediate supervisor, as well as the Division Commander, and shall be submitted as soon as practical after the close of the payroll period, but no later than 8:00 a.m. (Pacific time) on the Monday immediately following the conclusion of the payroll period.

Time cards will be completed and submitted by each employee. Only those hours worked, approved leave time, or approved cash-out time, shall be reported on the time card. Every employee shall sign their own time card or close the time card upon completion through the specified electronic format.

Those employees who are unable to complete their time card due to illness, administrative leave, vacation, or other approved absence may have their immediate supervisor complete and submit the time card for them.

1036.1.2 PERSONNEL ACTION FORMS

All personnel and payroll activity in the City of Barstow shall be initiated through the completion of a Personnel Action Form (PAF). The PAF shall be prepared by the City of Barstow Human Resources Director or Manager and approved by the Chief of Police and the Assistant City Manager or City Manager.

The PAF serves a dual purpose; first to update the employee's personnel and payroll files, as well as to notify administrative personnel of any changes in an employees status. The PAF shall include any changes through appointment, personnel actions, separation, or leave of absence. The PAF shall also state the employee's current status and the employee's future status as initiated or changed under the PAF.

Information contained within the PAF is confidential and shall be treated as such through the proper dissemination of the PAF. All supervisors shall use reasonable care in securing the information contained within the PAF as confidential.