



Timekeepers Manual

All of the enclosed information can be found at:
www.co.fairbanks.ak.us/humanresources/

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INTENT OF THIS MANUAL

This manual was created to provide a tool for the Borough timekeepers to assist them with their responsibilities as timekeepers. Timekeepers can use this tool to assist employees with questions and completing their timesheets. This manual is not meant to be inclusive of all issues. When questions and concerns arise which this manual cannot answer, the timekeeper should look to the appropriate contract agreement, FNSBEA, Laborers', or to the Personnel Ordinance(s). The Human Resources, Personnel Payroll Division is always available to assist both timekeepers and employees when needed so please do not hesitate to call. See the last page of this manual for contact information.

WHAT IS A TIMESHEET?

The timesheet is the legal document supporting wages paid to employees. It is used to ensure that employees are paid for the hours for which they are entitled and that these hours are charged to the correct Department, Division or Project. The timesheet covers a two-week period, Monday through Sunday.

HOW ARE TIMESHEETS ACQUIRED AND DISTRIBUTED?

The Payroll division of the Human Resources Department is responsible for maintaining the timesheet form(s). Should a timekeeper require a new timesheet, blank forms are available on the Internet and at w:fnsb\timekeepers\ Time Sheet Forms.xls, and can be downloaded and filled in. This download is in the form of an MS Excel spreadsheet workbook and contains the three (3) types of timesheets used by all employees at FNSB; they are Auto Pay (Exempt Employee), Regular (Non-Exempt Employee) and Transit (Non-Exempt Employee). SEE: "Timesheet Types" below for definitions. **(IT IS IMPORTANT THAT IF YOU DOWNLOAD A BLANK FORM THAT YOU ARE CAREFUL TO GET ALL THE INFORMATION ON THE TOP OF THE FORM CORRECT. IF NECESSARY, VERIFY THIS INFORMATION OR REQUEST A NEW ELECTRONIC FORM FROM PAYROLL.)**

NOTE: While some modifications to your department timesheets are welcome by the payroll division please try to maintain the form's integrity as much as possible including the size or type of font as it is much easier for payroll to key the timesheets if they are all uniform.

It is the timekeeper's responsibility to:

- 1) distribute a copy of each employee's timesheet to them each pay period. (This can be done either electronically or by printing a hard copy. It is highly recommended, at least for those departments with full computer capabilities, that the timekeeper forward an electronic timesheet to the employee when they are first hired;
- 2) inform the employee that it is the employee's responsibility to complete and turn the timesheet into the timekeeper on the designated day;
- 3) remind the employee by email notification a day or two in advance of timesheets being due.

- 4 If you are in a department where all employees do not have computers or an email address then as timekeeper it is your responsibility to print off a hard copy timesheet in advance of the timesheet due date and distribute it to the employee for completion.

TIMESHEET TYPES

Auto Pay (Exempt Employee) Timesheets

Auto pay (exempt employee) timesheets are used by Managerial / Professional (exempt) and executive employees as defined in FNSB 2.24.021(B); all pay class 100 employees use this timesheet form. (All Borough employees paid in this status have been deemed “exempt – pay class 100” by the Human Resource Department and meet the state and federal Fair Labor Standards test requirements by law.) Note: A few FNSBEA and Laborers Local 942 professional positions fall into this category; the pay class will be noted on the original timesheet as designated by the PAF and by the Human Resource Department. List only “exception” hours on these timesheets. (Exception hours are all hours except Regular hours.)

Regular (Non-Exempt Employee) Timesheets

Regular (non-exempt employee) timesheets are used by all Classified (non-exempt) employees as defined in FNSB 2.24.021(B); all pay class 200 full time, 300 part time and 400 casual and temporary employees including managerial temporary but **EXCLUDING ALL TRANSIT/VAN TRAN employees** are to use this timesheet form.

Laborers’ (Transit/Van Tran Non-Exempt Employee) Regular Timesheets

Laborers’ Transit/Van Tran regular (non-exempt employee) timesheets are for use by **LABORERS’ TRANSIT/VAN TRAN employees only** who are Classified (non-exempt) employees as defined in FNSB 2.24.021(B); all pay class 200 full time, 300 part time permanent and 400 casual and temporary employees including managerial temporary.

COMPLETION OF TIMESHEETS

It is the employee’s responsibility to record their daily hours worked on their timesheet. If an employee works on a grant or project that is to be coded to an ORG KEY other than their HOME ORG KEY, write or type in all Org Keys on the right-hand side of the timesheet, below the first line (the first line is reserved for all Home Org Key hours worked). Record the hours (or fraction of hours) on the appropriate day and line to correspond with the Org Key to be charged. If an employee charges hours to a different department, the Department Director for all corresponding org keys is required to approve by signing or initialing for those hours.

Pay for employees shall be computed on the basis of fifteen (15) minute increments.
NOTE: See Addendum A Procedures for payroll timesheet processing and adjustments for step by step timesheet processing procedure and further clarifications.

A timesheet must be submitted every pay period for each permanent employee even if the employee is a class 100 with a total hours of zero (0), on leave without pay (LWOP), workers' compensation (WC), or Family Medical Leave (FMLA).

LEAVE & OVERTIME/COMP TIME LEAVE SLIPS

Leave slips are required whenever an employee is not at work on a scheduled day (with the exception of Borough holidays) to include leave, personal holiday(s), jury duty, administrative leave, leave without pay, comp time, family medical leave (FMLA), etc. All original Request for Leave slips and all original Request for Overtime/Comp Time slips must be properly completed, including all signatures (see note below).

Note: If an employee is using ADMIN LEAVE please designate what the leave is for on the timesheet. (Example: parent/teacher conferences, labor management committee meetings, etc.)

Note: Effective March 1, 2004, the payroll division will no longer require leave slips to be turned in with timesheets. Leave slips will be required and maintained at the department level. For audit purposes, it is recommended they be kept for three years.

VEHICLE EXPENSE REPORTS / MILEAGE REIMBURSEMENTS

Vehicle Expense Reports (originals properly signed off on) must be attached to the corresponding pay period timesheet. The ORG KEY or project code that the mileage is to be charged must be filled in at the bottom of each vehicle expense report and all other areas of the form need to be completed as well such as, name, ID number, vehicle ID, etc.

Timekeepers must verify that the form is complete, check the addition and obtain the Department Director's signature.

Mileage reimbursement will not be paid unless Risk Management has current proof of insurance information on file. For information on who is eligible for car allowance and mileage reimbursement, refer to the corresponding collective bargaining agreement, FNSB Code of Ordinances 2.24.421 and/or FNSB Policies and Procedures Manual 25.03.02.

Mileage Codes

- 97 \$.65 per mile rate – this rate (or Federal Mileage Rate, whichever is higher) is paid to employees who are authorized to use his/her private vehicle for official Borough business.

SIGNATURES

Employee signatures are required to certify that all hours worked have been reported accurately.

The timekeepers' signature certifies that they have checked the timesheet for accuracy. It also tells payroll or the auditors whom to contact if questions arise. If the timekeeper's records do not match what the employee has written, the timekeeper must discuss the discrepancy(ies) with the employee. If changes are made, the employee must initial the change(s). **Department Directors must specify on a signature authorization form the employee(s) who are designated as timekeeper and alternate timekeeper.**

Department Director signatures are required to certify the final approval that the timesheet is indeed correct.

Mayor's or Chief of Staff's signature is required for all Department Director timesheets and represents final approval that these timesheets are indeed correct. Timesheets will be forwarded to the Human Resources, Personnel/Payroll Division, and Leave / Comp Time slips will be retained at the department level.

Absence of the appropriate signatures will result in the timesheet being returned to the timekeeper. For all timesheets on which the appropriate signatures are unobtainable prior to the timesheet submission deadline, it is the timekeepers' responsibility to submit a copy of the timesheet as is by the deadline, then follow-up with the original timesheet with all the appropriate signatures.

If the employee, Director, Mayor, or Chief of Staff is not available to sign the timesheet, send a **COPY** of the timesheet with a note stating that it is a copy and that the original is forthcoming.

CHANGES ON TIMESHEETS

It is the timekeeper's responsibility to check all timesheets for accuracy (e.g. days and times worked, type of hours, addition, org keys, and signatures), have the employee make the necessary changes and initial the change. **PLEASE DO NOT USE RED PENCIL OR PEN as this color is reserved for corrections on timesheets by payroll.**

Payroll will review and make changes to timesheets only for addition/subtraction, coding, pay class, and org key, and any changes due to FMLA or WC. Any changes resulting in a change to the number of hours being paid to an employee will be returned to the timekeeper for the employee's approval.

WHEN ARE TIMESHEETS DUE?

Timesheets, and any other payroll-related forms are **due in payroll** as follows: **for departments without weekend workers, timesheets are due by 5:00 p.m. on the Monday following the pay period ending date; for departments with weekend workers, timesheets are due by 12:00 noon on the Wednesday following the pay period ending date**, unless requested earlier for holiday or year-end processing schedules. When the need arises and payroll requires timesheets early to complete a pay period on schedule, all timekeepers and alternates will be notified in advance via email of the date and time they will be due. The deadline for any changes to timesheets, W-4s or direct deposit forms is 10:00 a.m. Thursday.

SUMMARY OF HOURS BATCH FORM

Each pay period, the timekeeper must “batch” their timesheets alphabetically by ORG key. The timekeeper must then complete a “Summary of Hours” form for each “Org Key Batch.” The timekeeper must total the hour codes (see below for hour code definitions) for all the timesheets in that batch and then total the summary sheet. The most commonly used hour codes have been placed on the summary sheet along with two blank columns. Use the blank columns as necessary to accommodate codes only used occasionally. The summary sheet can be located at w:\FNSB\Timekeepers\TK Summary Sheet.xls and can be downloaded to your computer for use by your department. You may type or handwrite the summary information. Cross-check totals to ensure they are correct. Do not include Leave Cash-Ins or Vehicle Expense hours on the summary sheets. Send these forms in separate from pay period batches.

NOTE: Please do not change the Summary of Hours form in any way, including the size or type of font as it is much easier for payroll to verify the timesheet summaries if they are all the same layout.

Regular hours for Auto Pay (Exempt Employee) Timesheets are not included in the total on the Summary of Hours Form unless they are charged to a center, fund or project other than the home department. However, all exception hours are recorded and included on the summary form. Exception hours are all hours other than “regular” and require a leave slip for such hours as leave, personal holiday, jury duty, admin leave, etc.

Summary sheets are due along with timesheets on the same date as specified above.

PAY CLASSES

- a) Pay Class 100 – **EXEMPT EMPLOYEES:** Those employees deemed exempt by state and federal law. (Directors & Managers)
- b) Pay Class 200 - **REGULAR FULL TIME EMPLOYEES:** Those employees deemed non-exempt by state and federal law and who are scheduled to work 80 hours per pay period.

- c) Pay Class 300 - **REGULAR PART TIME EMPLOYEES:** Part-time employees may be scheduled from twenty (20) up to thirty (30) hours per workweek. Part-time employees will receive full health benefits and all other benefits will be provided on a pro rata basis.
- d) Pay Class 400 - **CASUAL OR TEMPORARY EMPLOYEES:** Casual positions will not exceed nine hundred (900) hours for APEA or 1040 for Laborers' and non-represented employees in a one (1) calendar year period.
TEMP POOL - Temporary employees hired through the temp pool cannot exceed eight (8) weeks for any one assignment, and are subject to the hourly limits as specified above
- e) Pay Class 700 - **ELECTION WORKERS:** Workers who are hired to work for and during elections only.
- f) Pay Class 800 - **ASSEMBLY:** Elected Officials

HOOR CODES

Hour Codes are used by payroll for keying purposes and are noted across the top of the columns on the Timesheets and Summary of Hours form. Please note that all hour codes have an accompanying Code Number. Changes in bargaining unit agreements or the Personnel Code FNSB 2.24, may affect the guidelines set forth in these codes as noted below.

a. Regular – (01 REG)

FNSBEA & Transit/Van Tran employees only - All hours worked per day and per week which do not exceed eight (8) hours per day or forty (40) hours in a workweek.

All other Borough employees - Regular hours are all hours worked per week, which do not exceed forty (40) hours in a workweek. Refer to Personnel Ordinance 2.24.391.

b. Acting Pay – (05 ACTING)

All Borough employees EXCEPT Laborers' employees - – For acting assignments that are of least five (5) days in length, the employee shall receive a pay adjustment equal to 15% of the employee's current base pay, for the duration of the acting assignment. See Article 20 of FNSBEA contract for specifics.

Laborers' employees only – Employees who are scheduled to fill-in for another employee in a higher job classification for periods of greater than one (1) full business day shall receive acting pay. The acting pay shall be based upon the new classification grade, at the same step that the acting employee is currently placed on. (e.g., if a Mechanic is appointed to acting to a Maintenance Foreman position, and their current grade/step is 58F, the acting assignment pay would be a

grade/step 59F.) If the acting assignment is for an exempt employee on the Management pay scale, the adjustment will be a flat 15% of current base pay.

c. Leave – (10 LV)

All Borough employees - Leave is to be used for scheduled days off, such as vacations, or if an employee is off sick, has a Dr. appointment, etc. A completed “Request for Leave” slip must be completed and submitted with the timesheet to the timekeeper any time leave is being used no matter what the reason. Leave cannot be used in the pay period in which it is earned. All non-exempt employees accrue leave but do not become eligible to use that leave until they have completed their first ninety (90) days of employment. All exempt employees are eligible to use accrued leave immediately.

Note: Effective March 1, 2004, the payroll division will no longer require leave slips to be turned in with timesheets. Leave slips will be maintained at the department level, and for audit purposes, it is recommended they be kept for three years.

Leave can accrue from year to year up to a maximum accrued schedule of a limitation of five hundred twenty (520) hours at the end of each calendar year.

Leave in excess of this limit for all Borough employees will be paid out at the end of the calendar year. If leave is cashed out in this manner by payroll it will not be counted toward the employee’s 2 annual cash-in limit.

d. Personal Holiday – (30 PERS HOL)

All Borough employees EXCEPT Laborers’ employees - Regular employees receive one (1) floating holidays each fiscal year (July 1 thru June 30) to be prearranged with the supervisor. Full-time employees must take personal holiday hours as a full eight (8) hour day. Regular part-time employees’ personal holiday hours are based on the average number of hours worked each week during the last two (2) full pay periods. This shall be deemed to be the “regularly scheduled work week” for purposes of computing holiday pay and must be used as a “whole” day off.

Each timekeeper is required to retain leave slips at the department level and maintain records of personal holidays for future reference.

Newly hired employees do not accrue their personal holiday until they have completed three (3) consecutive months of employment. Casual, temporary or managerial temporary employees do not receive personal holidays.

Laborers’ employees – receive seven (7) floating holidays per fiscal year in conjunction with the holidays recognized per this agreement. See Article 15 Holidays of the Transit/Van Tran Agreement. Also refer to Holiday – item “d” below.

Flex Schedule (4/10) employees - Non-exempt employees who are working a 10 hour flex schedule have the option of: 1) they can be rescheduled to have the personal holiday and work (4) eight-hour days (instead of three (3) ten-hour days) for the week of a personal holiday, 2) they can take two hours of leave or “comp time,” if available, 3) they can take two hours LWOP and can be paid for 38 hours for the week.

e. Holiday – (31 HOL)

All Borough employees EXCEPT Laborers’ employees - The Borough observes eleven (12) approved holidays; (New Year’s Day, Martin Luther King Jr. Day, Washington’s Birthday (known as Presidents Day), Memorial Day, Independence Day, Labor Day, Alaska Day, Veteran’s Day, Thanksgiving Days – both Thanksgiving Day and Friday after, Christmas Eve, and Christmas Day). Employees shall receive holiday pay provided they are in a work or leave status that authorizes holiday pay and they work or are in a pay status the day preceding the recognized holiday. Full-time employees whose regularly scheduled day off falls on a recognized holiday, either the day preceding or the scheduled workday following are to be observed as that employee’s recognized holiday. Part time employees not scheduled to work on the observed holiday will not be scheduled for another day off, but shall receive pay in accordance with Article 23 of the FNSBEA agreement.

Laborers’ employees - observe the following approved holidays: (New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day). These employees are then given seven (7) floating holidays per fiscal year. Personal holidays shall be prorated, based upon the average number of hours worked in the 2 pay periods prior to the accrual. See Article 15 Holidays of the Laborers’ Collective Bargaining Agreement. Also refer to Personal Holiday – item “d” above.

Flex Schedule (4/10) employees - Those employees who are working a 10 hour flex schedule have the option of: 1) they can be rescheduled to have the holiday and work (4) eight-hour days (instead of three (3) ten-hour days) for the week of a holiday, 2) they can take two hours of leave or “comp time,” if available, 3) they can take two hours LWOP and can be paid for 38 hours for the week.

f. Jury Duty or Court Duty – (60 JURY DUTY)

All benefited Borough employees - All hours on jury or court duty such as jury duty, summons, or subpoenas as a witness in a work-related matter will count as hours worked if occurring on the employees scheduled work day. When the State of Alaska or the U.S. Government pays fees to an employee for court services or other related fees, except mileage and per diem, received by the employee in connection with an absence the employee must promptly endorse the check and submit it to the collections section of the Financial Services Department. Leave slip(s) must be submitted and retained at the department level.

g. Workers' Compensation - (79 & 80 WC)

Time off for a work related injury. Hours cannot be charged to workers' compensation unless an injury report has been filed with the Risk Management Division of the Human Resources Department and Risk has authorized the WC hours. Leave slip(s) must be submitted and retained at the department level. A timesheet is required for ALL employees absent due to any work related injury. Record the employee's regularly scheduled hours as workers' compensation hours, however, for the day of the injury, record as regular hours. The Personnel/Payroll Division will notify PERS when an employee is absent from work for ten (10) working days. FNSB Policy and Procedures must be followed; for further information on WC call the Risk Management Division.

Use code 79 All Borough employees EXCEPT Laborers' employees – for employees on Workers' Compensation. Leave is not accrued while the employee is in WC status.

Use Code 80 Laborers' employees only - Leave is accrued for these employees while on leave due to a job connected injury (WC).

h. Leave Without Pay – (81 LWOP)

Hours taken off by regular employees who cannot use leave because:

1. they are still within their first 90 days of hire,
2. they have used all of their available leave,
3. they are on Family and Medical Leave (FMLA) and have chosen all leave to be designated as LWOP,
4. they are on military leave,
5. they are on suspension

At any time an employee goes into LWOP status, they have the option to leave 10 days on the books. Employees on LWOP are not eligible for holiday pay and do not accrue leave during such absences for any time LWOP is used. An employee's PERS credit may be affected as well and each employee should consider this prior to using LWOP. Notify the Personnel/Payroll Division in the Human Resources Department when an employee returns to work from FMLA, as PERS must be notified. Leave slip(s) must be submitted and retained at the department level.

DO NOT RECORD LWOP for casual, temporary or managerial temporary employees.

i. Overtime – (40 OVT)

Non-exempt employees - overtime is paid for all hours worked in excess of eight (8) hours in a workday or forty (40) hours in a workweek. Overtime is paid on the basis of one and one-half (1 ½) times the employee's hourly rate of pay. Employees on a flex time work week are not eligible for overtime payment until they have been in a work / pay status in excess of (10) hours in one workday or forty (40) hours in one workweek.

An employee in overtime status whose shift continues past midnight shall be paid at the applicable overtime rate for all hours worked until released.

NOTE: All overtime, for any employee, must be authorized in advance by the employee's supervisor.

Casual and temporary employees only - are paid overtime in excess of 10 hours in a workday or forty (40) hours in a workweek.

NOTE: All overtime, for any employee, must be authorized in advance by the employee's supervisor.

Exempt employees – are not eligible for overtime.

j. Shift Differential FNSBEA – (42 SD-1 FNSBEA)

FNSBEA employees only - Employees who are required to work before 6:00 a.m. or after 6:00 p.m. shall be paid a shift differential for those hours before 6:00 a.m. and after 6:00 p.m. in the amount of one dollar (\$1.00) per hour worked, and employees who work on Saturday or Sunday shall receive a shift differential of one dollar (\$1.00) per hour worked. Employees who elect to flex their scheduled workweek will not be paid Shift Differential as a result of the flexed schedule.

k. Shift Differential Overtime – (52 SD OVT)

FNSBEA employees only – Shift differential overtime is paid at the rate of \$1.50 per hour and is paid in conjunction with FNSBEA overtime for overtime hours worked while being paid shift differential pay.

l. Standby or On Call – (43 STANDBY)

FNSBEA employees only – applies to employees who are assigned to standby or on call duty by their department supervisor. The employee shall receive standby or on call pay in an amount equal to four (4) straight time hours for each 24-hour period of assigned standby or on call duty.

Laborers' employees only – When a scheduled employee (excluding extraboards) is called to report for work on a scheduled day off, the employee shall receive pay for actual hours worked with a minimum guarantee of two (2) hours pay at the applicable rate of pay.

m. Recall – (54 RECALL)

FNSBEA employees only – applies to employees who have left their normal place of work and are called back for overtime work. The employee will be paid at the applicable overtime rate provided that they shall receive a minimum guarantee of four (4) hours at the applicable straight-time rate for each recall. Overtime hours worked contiguous to the employee's regular workday schedule is considered an extension of shift and not recall. Employees who have been recalled and are subsequently recalled within 2.5 hours are not eligible for a second recall.

Laborers' employees only – applies to employees who have been recalled to work after completing their scheduled shift. The employee will be paid at the appropriate rate of pay for actual hours worked with a minimum guarantee of two (2) hours at the applicable rate of pay.

n. Family Medical Leave with Leave Used – (70 FMLA ALV)

An employee must be eligible and have a qualifying FMLA event approved by the Human Resources Department prior to using this code. Human Resources will issue a letter to the employee and copy their supervisor for all such qualifying dates. Generally payroll will code these events in compliance with the employee's notification letter, however, if as timekeeper you have questions please contact the Personnel/Payroll Manager or the Personnel Assistant with regards to FMLA questions.

o. Family Medical Leave in Leave Without Pay Status – (73 FMLA LWOP)

See (n) above for explanation.

p. Leave Cash-In – (12 LV CASH-IN)

This is used when an employee wishes to cash in leave that they have accrued. Cash-ins are limited to twice per calendar year, up to a maximum of two hundred-fifty (250) hours per calendar year. A minimum of hours equal to one normal scheduled pay period must be maintained in the employee's leave balance. To request a leave cash-in the employee must submit to the timekeeper with their timesheet, a memo signed by the employee and the department director. Employees will find the Cash In Memo online at the Human Resources website, or the timekeeper may access the Word document at w:\fnsb\timekeepers\cashinmemo.doc. Leave cash-in hours do not go on the employee's timesheet.

q. Employer Called Meetings – (51 SAFETY MEETING)

Laborers' employees only - Compensation for Employer-Employee meetings will be paid for actual hours in attendance at the meeting, at the applicable rate of pay and in accordance with overtime rules (see Article 13). Attendance verification is mandatory by signing the Sign-In Form.

r. Administrative Leave – (61 ADMIN LEAVE)

Leave granted to an employee by administrative decree from the Mayor or his/her designee. See Personnel 2.24.171.

s. Funeral Leave – (63 FUNERAL LEAVE)

Employees are granted three (3) days without loss of pay for the purpose of attending the funeral or making necessary arrangements for immediate family. Immediate family is defined as spouse, son (biological, step or adopted), daughter (biological, step or adopted), mother, father, sister, brother, grandmother, grandfather, grandchild, mother-in-law, or father-in-law.

t. Military Leave – (64 MILITARY LEAVE)

FNSBEA & Laborers’ employees only - who are members of the National Guard or organized military reserves of the US shall receive their regular pay for a period not to exceed 84 hours within a given calendar year. The employee must provide payroll with bona fide military travel orders and pay receipts, known as an LES, within **30 days** of return. The LES must show base salary including COLA for compensation for duty.

Non Represented employees only – who are governed by Personnel Ordinance 2.24.171, which provides for military leave with full pay not to exceed sixteen and one-half (16.5) calendar days in one (1) year. Any adjustments to Borough pay as a result of the military pay earned will be made to the next payday subsequent the employee’s return.

u. Association Leave – (66 ASSOC. LEAVE)

FNSBEA employees only - FNSBEA business leave is for the purposes of executive meetings, Association sponsored trainings, negotiating leave, and other purposes determined by the Association. An employee on Association Leave shall be in “pay status” and will not lose pay, benefits or accrued leave. Withdrawals from the “Association Leave Bank” must be submitted by an FNSBEA union employee representative to the Human Resources Department at least two (2) weeks prior to such leave taken. Further details are located in the FNSBEA Agreement.

v. Comp Time Earned – (46 COMP EARNED 1.5)

Non-exempt employees only - Comp time off is a mutually agreed upon, voluntary choice by the employee, in lieu of overtime pay and accrues at the same rate as overtime for nonexempt employees. (i.e. for every one hour worked that is considered to be Comp Time the employee is given one and one-half (1 ½) hours of Comp Time.). Record Comp Time Earned on timesheet under Hour Code 46 – Comp Time Earned. Record the hours worked; the system will calculate the correct rate. An employee may receive comp time off in lieu of overtime pay up to a maximum of one hundred (100) hours worked per calendar year, resulting in a maximum accrual of one hundred fifty (150) hours per calendar year.

Exempt employees only – Exempt employees may receive “Comp Time” for hours worked in excess of 41 hours per workweek and will be accrued at straight time on an hour for hour basis (ratio of 1:1). An exempt employee may have credited to his/her account, not more than one hundred (100) hours of unused compensatory time at any given time in a calendar year. See FNSB 35.14 and FNSB 35.14.01.

w. Comp Used – (48 COMP USED)

When an employee uses Comp Time, record hours on the timesheet as Hour Code 48 – Comp Time Used. Accrued Comp Time is to be treated, and is subject to the same procedures as personal leave, including required completion of a Request for Leave Slip, which must be retained at the department level.

COMP TIME/OVERTIME AUTHORIZATION REQUEST FORM

This form is not required nor accepted by payroll. It is for department use only and must be retained at the department level.

TRAVEL

Per FNSB Travel Policy No. 35.01, travel mode is the actual period of time spent in travel, whether by air, water or land, and is compensable time. Wage calculations should include reasonable pre-flight check-in times based upon current airline requirements and one (1) hour post flight.

Same day travel is travel that is expected to be completed in the same day. All time spent in travel mode is counted as hours worked and is therefore compensable time and counted for purposes of computing overtime.

Overnight travel - as defined in the FNSBEA contract, Article 11, Section 3C, all time spent in travel mode during the employee's regular working hours (including weekends and holidays) is counted as hours worked and is compensable time.

Exempt employees are not compensated for travel time outside their normal work hours; however, they can claim comp hours earned in accordance with that provision.

When submitting a timesheet for an employee who has recently traveled, please attach a copy of the itinerary so that Payroll staff can verify hours and be sure employee is properly compensated for all eligible hours.

PAYROLL DEDUCTIONS

When an employee wants to start or stop a payroll deduction or change payroll data, the necessary forms must be forwarded to Human Resources, Personnel/Payroll Division. (Examples include direct deposit, United Way, deferred compensation, dependent care assistance, and Colonial Life Insurance deductions or Federal withholdings.)

If an employee who participates in the ReliaStar optional life insurance program and/or the optional Colonial Life insurance program goes on authorized leave without pay (LWOP) for one month or more, the employee is responsible for remitting the premium payments (which would have been deducted from the regular payroll) to FNSB Collections during the period of this LWOP.

RATE / STATUS CHANGES

Any changes affecting rates and / or changes in employment must be submitted to the Human Resources Department, Personnel/Payroll Division, no later than 10 a.m. of Thursday prior to the pay period ending. This allows personnel/payroll time to prepare the proper paperwork and input changes to the payroll master files on a timely basis. If any employee wants to know if a pay rate change has taken place, have them check with Human Resources. Types of changes include, lead worker, acting pay, etc.

PAYCHECKS

Paychecks will be mailed, on pay day, to all employees who receive “live” checks. Any employee who would prefer to personally pick up their paycheck must submit a written request to the Human Resources department asking that their paycheck be held. All held checks will be mailed to the address on file if not picked up within three (3) days.

Paycheck Stubs Online – Employees have the option of viewing and/or printing their paystubs online. Employees are notified when the paystub is available. If an employee wishes to receive a hard copy of their EFT each pay period, they must submit a written request to Human Resources. If at any time an employee needs a prior period(s) pay stub copy they can contact Human Resources and copies will be provided in a timely manner.

TERMINATION PAYCHECKS

When an employee **resigns** their employment the Timekeeper must inform Human Resources, Personnel/Payroll Division of the employee’s termination date via email notification. Termination documents, such as the terminating “FINAL” timesheet (marked FINAL in large letters written diagonally across the timesheet), the terminating Personnel Action Form (PAF), Exit Processing Form, Exit Check Off Form, and the employee’s letter of resignation, must be submitted to Human Resources **BEFORE** a final paycheck is prepared.

NOTE: Employees who have resigned or who have been terminated will be paid in accordance with state and federal laws.

What you as timekeeper needs to be aware of; if an employee resigns their final pay will be on or before the following pay day. If an employee requests to be paid on certain date all reasonable requests will be honored.

If an employee is terminated by the Borough (this does include LAY OFFS), we are required to pay the employee if full within three working days of their termination. Many employees, especially those being LAID OFF, prefer to have their final checks direct deposited. **THIS IS ONLY DOABLE IF WE RECEIVE ALL THE TERMINATING DOCUMENTS NO LATER THAN THE DAY AFTER THEIR TERMINATION AND PROVIDED HUMAN RESOURCES CAN ACCOMODATED THIS REQUEST.)** Therefore, please notify Human Resources immediately in these cases.

PAYCHECK ERRORS

Advise your employees to examine their paychecks and pay stubs carefully. If they find an error or have any questions regarding their check, the timekeeper must call payroll immediately. Do not cash or deposit the check. Return the check to payroll and a new (corrected) paycheck will be issued immediately. If the check has been cashed prior to discovering the error, or the pay was direct deposited into the employee's bank, contact payroll immediately and a solution will be discussed. In some cases, and with the employee agreement, the adjustment will be made on the next timesheet prepared by the employee.

REPORTS

Leave Balance Report
Earnings Register Report
Comp Time Report

These reports will be submitted to the timekeepers via in house mail the day prior to pay day. If you have questions please contact Human Resources, Personnel/Payroll division.

PAYROLL DIVISION HELP

Diane Thomas, Personnel/Payroll Manager	459-1377
Penny Stuart, Personnel/Payroll Tech III	459-1372
Leslie Schreckhise, Personnel/Payroll Tech II	459-1373

EMAIL: Of course one of the best forms of communication is email - when sending an email to PAYROLL please select the "Payroll" group from the name listing in Outlook. This will email all three of the above people at the same time and will better ensure that your issue(s) is dealt with promptly.

Addendum A

Procedures for payroll timesheet processing and adjustments

1. Timesheets are distributed to employees by their department's timekeeper.
2. The timesheet is to be completed by the employee with start/end times as well as all regular and exception hours.
3. The employee approves the completed timesheet by signing it at the bottom. The employee then turns the completed and signed timesheet into their timekeeper. (Although HR/payroll reviews the entire timesheet for accuracy, the right side of the timesheet is used by HR/payroll for keying purposes. It must, however, be completed by the employee or the timekeeper.)
4. The timekeeper verifies the employee's schedule against what the employee has recorded on the timesheet, checks the accuracy of addition and subtraction, the accuracy of any exception hours (i.e. overtime, shift diff, comp used or earned, holidays, leave, etc.), and the accuracy of the start/end times to maintain compliance with the Fair Labor Standards Act (FLSA), the union contracts, the personnel ordinance and any applicable Borough policies.
5. If a discrepancy is discovered by the timekeeper they are to contact the employee, discuss the discrepancy and the employee makes any necessary adjustments to the timesheet then initials those changes.
6. The timekeeper forwards the timesheet to the department head or designee who attests to final approval of its accuracy by signing the timesheet.
7. The timekeepers submit their department's completed and approved timesheets to HR/payroll along with a "Summary of Hours" cover sheet by the specified due date.
8. When timesheets are received by HR, payroll reviews and checks the start/end times, the hours worked, all exception hours and the totaled sections for accuracy based on FLSA, the union contracts, the personnel ordinance and any applicable Borough policies.
9. If a discrepancy is found by payroll on the right side of the timesheet (due to addition/subtraction errors) payroll makes the change and keys the timesheet accordingly.
10. If a discrepancy is found on the left side of the timesheet that would result in an incorrect overpayment or underpayment to the employee based on FLSA, the union contracts, the personnel ordinance or any applicable Borough policies, payroll will make a note and key the adjustment. (HR/payroll will maintain a copy of the original timesheet along with a copy of the note that was submitted back to the employee.) The original timesheet will be returned to the employee through their timekeeper along with a note explaining the adjustment to be made. The employee must correct the timesheet accordingly and initial the change. The department head or designee must also initial the adjustment and the original timesheet must be submitted back to HR/payroll in a timely manner.
11. If payroll finds a discrepancy between the start/end boxes and the total hours recorded above these boxes (on the left side of the timesheet) the hours recorded by the employee just above the start/end times will be used by payroll for keying/paying purposes. The original timesheet will be returned to the employee through their timekeeper requesting an adjustment of either the start/end times or the hours so that they equal each other. The employee must correct the timesheet accordingly and initial the change. The department head or designee must also initial the adjustment and the original timesheet must be submitted back to HR/payroll in a timely manner. If this adjustment results in a change to pay already processed, the pay adjustment must be put on the next pay period's timesheet and it will be adjusted accordingly.

12. Should the employee disagree with the adjustment being made they should discuss the issue with their timekeeper and/or supervisor. If the matter cannot be resolved at this level the employee should contact the Personnel/Payroll Manager and if the matter still cannot be resolved the employee should contact the Human Resources Director.
13. If any further adjustments are necessary based on a discrepancy resolution the employee should place the adjustment hours on the next pay period's timesheet and HR/payroll will make the necessary adjustment at that time.
14. If HR/payroll, the timekeeper, the department head, or the employee discover a discrepancy after payment has been made all parties involved should be contacted, and a resolution agreed upon; the result will be adjusted accordingly. (Depending on the situation a check may need to be voided and reissued, hours may need to be adjusted on the next pay period timesheet, an additional check may need to issued, etc.).

NOTE: If discrepancies are discovered by HR/payroll prior to the keying change cutoff deadline of 10 a.m. on Thursday after the pay period end date every effort will be made to have the timesheet adjusted prior to finalizing payroll for that pay period.

NOTE: When recording time on your timesheet the start/end section should represent actual time worked. When recording the TOTAL time worked (located above your start/end times on your timesheet) all times should be rounded to the nearest 15 minute increments, (.25/.50/.75). (i.e. if you start work at 7:55 a.m. your time should be rounded to 8 a.m.; if you start work at 7:47 a.m. your time should be rounded to 7:45 a.m.)

Our goal is to pay all employees accurately and timely and in accordance with FLSA, the union contracts, the personnel ordinance and applicable Borough policies.