

# City of Virginia Beach Police Department


## Payroll and Leave Manual



### **A Guide for Department Personnel**

Payroll and Leave Preparation Process and Procedures

*This Field Guide is Prepared and Updated by the Virginia Beach  
Police Department Support Division's Payroll Office,*

*Under the Approval of the Chief of Police *

<b>Table of Contents</b>	<b>Page</b>
Purpose .....	3
Policy .....	3
Definition .....	3
Responsibilities for Payroll and Leave Process .....	3
Procedures for Pay Disbursers within the Commands .....	4
Employee Responsibilities .....	5
Department/Supervisor Responsibilities .....	6
Police Payroll and Equipment Documentation for Disaster or Major Event.....	7
City Payroll System Disruptions .....	8

## **Purpose**

The purpose of this field guide is to identify and assign responsibilities associated with the department's payroll and leave preparation processes

## **Policy**

All personnel will comply with [City Administrative Directive 4.09, Employee and Department Payroll](#), as well as the procedures set forth in this field guide. Failure to comply with the administrative directive and/or this field guide may result in inaccurate, incomplete, and/or late payroll and leave records.

## **Definition**

[InSITE](#) – Acronym for Integrated Services In The Enterprise – A consolidated and integrated system for payroll, leave, and human resources functions.

## **Responsibilities for Payroll and Leave Process**

**Police Security Liaisons** - Responsible for approving member access to the InSITE system for their department. Only the Security Liaisons will have the authority to approve access to the InSITE system for department members. Security liaisons will be the Support Division Manager and Account Clerk (Payroll) Supervisor.

**Payroll Approvers** – Responsible for verifying that the department is only paying active employees from the correct department accounts for each payroll and that the amounts appear reasonable. The department payroll approvers must approve the payroll expenditures. Reports will be made available to aid in this process. Pre-Validation Reports will list all hours being paid for full and part-time staff and be distributed to each department timekeeper for review with a 24-hour turn around period for correction prior to the payroll being run. Post-Validation Reports will list all hours and dollars distributed per pay period per budget unit for post-payroll departmental verification and approver signature. Payroll Approvers will be the Support Division Manager and Police Accountant who will solicit input from the Account Clerk Supervisor.

**HR Responsibility** – Within the Police Department, there will be three levels of HR Self-Service Responsibility. This responsibility does not give direct access to leave balances via the system, but reports are available.

- Support/Payroll Staff – Police Support Payroll staff will enter personnel transactions such as new hires, terminations, and employee status changes such as promotions, reclassifications, demotions, administrative increases/decreases, employee's alpha status and emergency assignments.
- Administrative Support Staff (Limited Access) – Police civilian support staff - primarily all administrative assistants and selected office assistants - will enter all assignment changes and supervisor changes in the existing Pistol system as well as the InSITE system. In addition they may be called upon to enter employee personal information changes, such as address, phone (work, home, cell, pagers), and emergency contact for employees within their command.
- Professional Development and Training Support Staff (Limited Access) – Police civilian support staff in PD&T will enter, as determined by the PD&T commander, all department-specific information related to background checks, test results, and academy class basic information.

**Reports Responsibility** – This functionality will be available to all staff members who have InSITE HR Responsibility. Running reports will be accessible through the InSITE application or from the ad-hoc Oracle reporting tool Discoverer.

**Employee and Manager Self-Service** - Employees and supervisors have access to delegated information and reports through InSITE Employee and Manager Self-Service. Among other information, employees can access personal information, past and current pay slips, and their selected benefits. Supervisors and Managers can access selected information on those employees in their direct reporting chain of command.

**Timekeeper Group Responsibility** – Selected Police Support Payroll staff will maintain the list of department employees from specific department budget units to groups according to their department assignment/location.

**Timekeeper Responsibility** – Police Payroll staff are responsible for the entry of both time worked and leave by Finance Payroll Division deadlines and in accordance with Human Resources and Finance Payroll Division procedures. All hours worked and leave taken will be reported to these individuals from the leave slips and roll call sheets that will be submitted, according to department policy, by each command on a daily basis. Timekeepers shall not approve their own leave. Timekeepers should not enter compensation changes or enter data into the payroll system regarding their own compensation.

**Pay Disburser Responsibility (Police Payroll Office)** – Responsible for securing the direct deposit earnings statements while in the custody of the department before distribution and if an employee is not in the office or available on the due date to receive the statement. Mass distribution from the Department of Finance Payroll to departments according to department organizations will take place each payday. Police Support Payroll staff will then compile these statements by assignment and will be ready for pick-up from the Police Support Payroll Office at 0900 hours on payday and must be signed for by the employee picking up for the command. Live paychecks will also be available for pick-up from the Police Support Payroll Office on paydays between the hours of 0900 and 1700. Checks must be picked up and signed for by the employee unless other written arrangements have been made by the employee before payday. Pay disbursers will use the Check List Report available through the “InSITE” system (Discoverer/Dept and Payroll) to obtain signatures as the checks are distributed.

### **Procedures for Pay Disbursers within the Commands**

Earnings statements will be secured prior to distribution. If the employee is not in the office or available on the pay date to receive the earnings statement it may be secured within the command for up to 5 days. If the employee is unable to pick up within this period, the earnings statement should be returned to the Support/Payroll office and picked up promptly upon the employees return to work. It will also be required that a release be signed by an employee in order for an earnings statement to be distributed to someone other than the employee. In those cases, before releasing the statement, the pay disburser shall:

- Require proper identification
- Make a copy of the identification, which is maintained by the department
- Obtain a signed receipt and maintain it with the copy of the authorization and identification

Employees may also, according to department policy, sign one of the two releases allowing either of the following.

- 1) authorizes the department to place an earnings statements in an employee’s command mailbox
- 2) authorizes the release of an earnings statement to a person other than the employee

Both forms need to be maintained within the command. The original form must be filed within the employee personnel jacket and, if necessary, a file copy is available to the pay disburser if these files are not accessible.

If an employee does not sign the waiver authorizing the department to place their earnings statements in their command mailbox, the earnings statement may be secured within the command for up to 5 days after which it must be returned to and secured within the Support/Payroll Office and will be available for pickup.

To be in compliance with City Administrative Directive 4.09, each employee must sign acknowledging receipt of their earnings statements at least twice per year. The Police Payroll Office will initiate this process at least twice per calendar year.

## **Employee Responsibilities**

### **Pay Investigations**

Any employee who believes that any improper calculations, hours or deductions have impacted their paycheck is required to notify their Police Payroll Clerk using the "Payroll Adjustment Form". Proper action will be taken in resolving the matter by the Support Payroll Office, with a prompt response back to the employee with resolution of the problem. The Police Payroll Clerk will be responsible for forwarding the record of the employee's issue and the City's resolution to the Finance Payroll Division.

### **Legal Name Changes**

Employees who obtain a legal name change are required to complete the Human Resources "Employee Personal Information Change Form" and provide two copies of their new social security card to their department payroll clerk in order for changes to be made. Employees should allow approximately two weeks after the effective date of the change for the departments of Human Resources, Finance Payroll, and Consolidated Benefits to update their systems with the change. It is the responsibility of the employee to follow up with the Consolidated Benefits Office to ensure that their Benefits information has been updated. It is important to note that if your name change is due to a change in marital status, that consideration be taken in whether a change in beneficiary is also necessary.

### **Address and Telephone Number Changes**

Employees should make any updates to their personal information, such as address, email, and phone numbers, through the "InSITE Self Service" system. When updates of Emergency Contact information need to be made, employees must complete the Human Resources "Employee Personal Information Change Form" and submit it to their designated HR PAL (normally an administrative assistant) within their command. The HR PAL will make the necessary changes within InSITE.

### **Time and Leave Submittals**

Employees shall submit all time and/or leave requests in a timely manner. Employees are prohibited from delaying submittal of leave slips until leave accruals are sufficient to cover previously taken leave. Employees must have accrued sufficient leave to cover the requested time off before taking the leave. It is the employees' responsibility to be aware of their leave balances.

### **Lost or Stolen Checks**

Pay checks that are lost or stolen should be reported to the Finance Payroll Division immediately. Employees shall complete a "Replacement Check Request" form prior to a duplicate check being issued by the Finance Payroll Division. W2's and checks requiring replacement may be subject to a waiting period and/or a lost or stolen replacement check fee.

### **Department/Supervisor Responsibilities**

Police commands will be responsible for producing schedules and daily roll call sheets for their assigned employees.

Police commands will assure that roll call sheets, overtime/leave slips (PD 130-2), and PD-269 forms accurately reflect time worked and assure that the roll call sheets and overtime/leave slips are forwarded to the department's Payroll Office within the designated time periods. By signing the Daily Roll Call Sheets and Overtime/Leave Slips, the supervisor is attesting that the hours worked and leave taken are accurate.

The City has an obligation to promptly and accurately pay employees on paydays for services performed. Department staff must adhere to established payroll deadlines and due dates scheduled during the year. The payroll calendar will be posted on the [Finance Payroll Division's Beachnet](#) site. Due to system constraints, a department's failure to meet deadlines or processing requirements may result in an employees' non receipt of correct pay on the pay date.

The Police Department must maintain complete and accurate records of all employees' time by indicating all pertinent information on the department's Daily Roll Call Sheets. This information is to include any leave, overtime or adjustments in employee's schedules. This information should be noted in a clear and concise manner. Before Roll Call Sheets are submitted, a designated employee within each command should review the Daily Roll Call Sheet verifying that each platoon has a supervisor signature verifying that all information has been reported accurately; that all attached slips have been approved and signed by a supervisor, and that all employee leave/overtime copies are removed and returned to the employee. All slips for that day should be attached to the back of the roll call sheet in the order that they appear. Daily roll call sheets, with all "Overtime and Leave Request" forms (including Court Overtime), should be delivered to their appropriate payroll clerk by 1500 hours the following day, Monday through Friday. Any overtime or leave requests that miss daily delivery should be forwarded with the next day's submittal and attached to the front of that particular day's roll call sheet. Overtime slips that may be adjusted within the period should be held and if unable to adjust forwarded by the end of that particular work week (civilian, 40-hour work period; or sworn, 80-hour work period).

Supervisors should be attentive to their employee's leave balances. Employees must have accrued sufficient leave to cover the requested time off before taking the leave or else be placed on LWOP. However, it is ultimately the employee's responsibility to assure he or she has sufficient leave accrued prior to submitting a leave request. If an employee has insufficient leave and has already taken the time off, the Payroll Clerk will change the time taken to another leave type with sufficient accrual (other than sick leave) or leave without pay (if no leave is available), whichever is appropriate.

If an employee's submitted time or leave is received by the Police Payroll Office for a period prior to the last four (4) pay periods, the command must submit a written request for an adjustment to be made in that employee's time or pay to the employee's appropriate Police Payroll Clerk with attention to Department of Finance, Payroll Division. A written explanation must be provided in the written request as to why the time or leave was not submitted in a timely manner. Approval from the Department of Finance Payroll must be received before any updates will be made.

It is important that the Security Liaisons are contacted immediately by department commands when an employee with InSITE access has separated from employment, changed responsibilities, or transferred to another division or organization within the City so that their computer access to the HR/Payroll system can be terminated.

### **Police Payroll and Equipment Documentation for Disaster or Major Event**

The City of Virginia Beach "[Recording and Documenting Recovery Costs for Declared Disasters](#)", available from the City's Risk Management Division, will be used in preparing for and documenting all costs associated with responding to a disaster or major emergency event. That manual has provided the basis for the following procedures that will be used in a major weather event or natural or man-made disaster in anticipation of potential financial reimbursement from the federal and state government. Complete documentation of work hours and vehicle use are required in gaining successful reimbursement from FEMA.

#### **Overtime**

The Chief of Police will determine whether overtime worked will be in the form of pay and/or compensatory time for each event, with guidance provided by City Finance/Payroll to assure we comply with current FEMA reimbursement guidelines.

To ensure that all overtime related to the event is clearly documented, write the official event name, (for instance "*Isabel*"), on the top right hand corner of the Overtime and Leave Request form (PD-130-2), preferably in red ink. Also include what type of work was done in the Remarks section of the form (for instance, debris removal, traffic direction, etc). Make sure that the hours appearing on the overtime request forms match the employee's overtime hours written on the roll call sheets. It is very important that specific hours and all hours worked by the employee be documented on the roll call sheets.

If a sworn member who normally is not assigned to uniformed duties (regularly takes an unpaid lunch) is temporarily assigned to uniformed duties, that officer should not be charged with an unpaid lunch for the period he or she is reassigned to uniformed duties.

Should any Alpha I employee be designated to Alpha II, those hours should be noted on the roll call sheets as "inclement weather not worked."

All time worked by exempt employees (those not normally eligible for overtime) should be documented on the roll call sheets. Exempt employees should also submit overtime slips for any overtime worked during the declared emergency. Additional detail regarding the Department's administration of overtime may be found in GO 2.05 "Conditions of Work".

#### **Vehicle Use**

The City may submit reimbursement requests for use of emergency vehicles during the event. It is required that the specific unit number be recorded per employee for all hours worked. Document the unit number on the daily roll call sheets in the column labeled "car" and next to each officer's name (including supervisors) and work hours. Also, write the unit number on each officer's overtime slip.

#### **Equipment**

Any equipment that is purchased or leased relating to our response to the event needs to be documented and forwarded to the Support Division's administrative technician. Include the payment vouchers or receipts, expenditure account code, who approved the purchase, and why the equipment was needed.

This should also include any food or drinks purchased for our police employees by the department during the event.

### **Mutual Aid**

Documentation should be provided for all time spent assisting another agency during the event and should be identified separately. The roll call sheet and overtime slips should note both the event type, such as hurricane, and the jurisdiction we assisted (for example, Suffolk), as well as the number of the vehicle used.

### **City Payroll System Disruptions**

A major event may cause a City payroll system disruption. If the payroll system is not available, the department's Payroll Office will maintain all hard copy payroll and leave records for later processing and follow the guidance provided by the City's Finance Department.