

Payroll Record Procedures

1018.1 PURPOSE AND SCOPE

Payroll records are submitted to the Payroll Clerk on a daily basis (for patrol teams) and a weekly basis (for bureaus and details outside of patrol) for the payment of wages.

1018.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

1018.1.2 TIME REQUIREMENTS

All employees are paid on a bi-weekly basis, usually on Friday with certain exceptions such as holidays. Payroll records shall be completed and submitted to the Payroll Clerk no later than 1400 hrs on the payroll closing day, usually on the Monday after the end of the pay period, unless specified otherwise.