

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: August 21, 2014
NUMBER: 1.18 – ADMINISTRATION
SUBJECT: PAYROLL PROCEDURES
RELATED POLICY: 1.18
ORIGINATING DIVISION: FISCAL MANAGEMENT
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 1.18 – 01/13/2012

I. PURPOSE

This Department Procedure establishes guidelines for record keeping and responsibilities associated with the payroll process.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

City Charter Sections 130 and 126, respectively, provide the authority for establishing compensation for employees and for the certifying of payrolls. Sections H. and I. of the Personnel Manual, respectively, provide the guidelines for administering compensation and leave. Each Department must process payroll in compliance with these regulations. To ensure employees receive the compensation to which they are entitled, and to ensure expeditious processing of payrolls, the following procedures have been adopted.

IV. DEFINITIONS

A. Attendance/Absence (Att./abs. type) – used to answer the questions: *Why are you at work? Why are you not at work?* The answer will be identified as regular work,

overtime, or some type of leave time. Attendance/Absence types must always be entered for all time.

- B. Cost Center Numbers – identify the unit/division in which employees are normally assigned and are performing their duties. The cost center will only change when an employee is reassigned.

NEW

- C. Receiving Orders (also referred to as Internal Orders) – identify work performed that is reimbursable (e.g. Grant, Task Force, Special Event) or is captured for statistical purposes (e.g. Court time).

When working on duties other than those regularly assigned (home command), both sworn and civilian members should use a Receiving Order number, also referred to as a Receiving Order number. Examples include:

1. An employee working overtime at a Qualcomm Stadium event should use the Receiving Order Number 11001558.
2. An officer working Regional Officer Training overtime at the Academy should use their own cost center and the Planned Overtime/Extension of Shift Receiving Order Number 11001542.

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- D. Timecard – refers to the screen in the OneSD system in which employees record working time, leave time and overtime.

V. COMMAND PAYROLL LIAISONS

Each commanding officer will designate a member of his/her staff as Payroll Liaison and a Payroll Liaison Alternate. These individuals will maintain an up-to-date file of Department procedures pertaining to payroll and will assist division personnel in submitting accurate and timely information. Payroll liaisons will also record all timekeeping data for their division and maintain the necessary forms.

VI. PROCEDURES

- A. Bi-weekly Timesheets
1. Commanding officers will ensure that their payroll liaisons record daily, on the “Bi-weekly Timesheets,” the duty status of each employee assigned to the unit/division.
 2. Unit payroll liaisons will complete Bi-weekly Timesheets and send them to the Payroll Unit on a bi-weekly basis, consistent with pay period ending

dates. All leave time reflected on the timesheet should be indicated in **blue** ink to avoid confusion.

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3. Upon completion of the Bi-weekly Timesheet, the unit commander (sworn or civilian) or designated authority shall review and certify its correctness by his/her signature and rank. Signatures are required on each page.

If the unit commander is unavailable, an alternate may be appointed who must be at least the rank of **sergeant** or **civilian equivalent**.

4. Corrections/Changes to Bi-weekly Timesheets must be submitted to the Payroll Unit on a **Time Sheet Correction**.
5. The Bi-weekly Timesheet is located in the application PD-Roster Plus under reports. It is listed as “#13 – Biweekly Timesheet.” The Time Sheet Correction is located on the Department’s LAN system at F:\Templates\Payroll\Timesheet Correction Form.dot.

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B. Timecards

1. Each employee must complete and submit a timecard for each pay period using the online SAP Human Capital Management payroll system, known as OneSD, which is accessed at <https://onesd.sandiego.gov/irj/portal>.
2. Each timecard must be reviewed and certified as correct by both the employee and the supervisor. The supervisor must approve and post the timecard in SAP.
3. Employees are responsible at all times to submit their own timecards. If they are scheduled to be on leave, they are responsible for prospectively entering their time for future pay periods. If they are on unscheduled leave for longer than one pay period (sick/injured), they need to notify the Payroll Unit to make arrangements to have their timecard completed.
4. Employees are prohibited from sharing their passwords or having a different employee enter their timecard in OneSD. City of San Diego Administrative Regulation 90.64 Protection of Sensitive Information and Data, sections 4.6 and 4.7, specifically prohibit sharing of passwords and allow for termination of employees who violate the policy.
5. Unclassified and/or Unrepresented employees are not required to enter a timecard in OneSD unless they are using a specific labor charging number (Receiving Order Number) or they are using leave time.

C. Leave Form Requirements

1. It is each employee's responsibility to ensure that leave slips have been completed whenever any kind of leave is taken.
2. Any incident in which an employee is not at work during scheduled work hours must be documented with a completed Request For Leave of Absence CS-1425A (Rev 11/09), entered on the timecard, and must be reviewed and approved/disapproved by the employee's supervisor.

D. Overtime

1. It is the employee's responsibility to properly indicate the overtime earned and how they wish to be compensated.
2. Overtime compensation will be processed only when accompanied by the Overtime Authorization Request PD-621 (Rev. 2/10) that has been reviewed and signed by the appropriate supervisor.
3. The Payroll Unit shall utilize bi-weekly SAP timecards and the Overtime Authorization Request PD-621 (Rev. 2/10) (overtime slip) as source documents for overtime reporting and payment. Overtime hours worked must exactly match the bi-weekly, SAP entry and the overtime slip.
4. If an Overtime Authorization Request PD-621 (Rev. 2/10) is submitted in any pay period other than the pay period in which the work was performed, a memo signed by the commanding officer must be attached. The overtime payment will be paid at a later date.
5. When employees work overtime, they must select on their SAP timecard "Overtime premium" or "Overtime straight" in the Att./abs. type box. They then must indicate pay or compensatory time in the "OT Comp Type" box by using the following indicators:
 - a. Leave the box blank if the employee wants to be *paid* for the overtime.
 - b. Enter the number three (3) if the employee wants to receive *compensatory time*.

E. Holidays

1. City employees are entitled to receive compensation for the following holidays:

- a. January 1, known as New Year's Day;
 - b. Third Monday of January, known as Dr. Martin Luther King Jr.'s Birthday;
 - c. Third Monday in February, known as Washington's Birthday;
 - d. March 31st, known as Cesar Chavez Day;
 - e. Last Monday in May, known as Memorial Day;
 - f. July 4, known as Independence Day;
 - g. First Monday in September, known as Labor Day;
 - h. November 11, known as Veteran's Day;
 - i. Fourth Thursday in November, known as Thanksgiving Day;
 - j. December 25, known as Christmas Day; and,
2. Employees are not entitled to holiday credit if they are carried as "Red A", Industrial Leave, Long Term Disability, Military Leave, on suspension, or any leave without pay, on the day before and the day after the holiday.
 3. Employees who work on a scheduled holiday shall receive straight pay for the number of normal shift hours, and premium overtime pay for all hours worked (Att./abs. type "Holiday Worked Premium (0035)"). Employees regularly scheduled to work a holiday who take the holiday off, must utilize the "Holiday Scheduled (1100)" Att./abs. type.
 4. Employees (FLSA eligible) whose day off falls on a scheduled holiday will receive eight hours of straight pay or compensatory time credit for the holiday. No overtime authorization request is required.
 5. Leave time **may not** be taken on holidays.
 6. Floating Holiday

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City employees, with the exception of hourly employees, are allowed one floating holiday per fiscal year.

- a. An employee's floating holiday is equal to the number of hours of an employee's regular scheduled workday with a ten-hour maximum (10, 9, 8, etc.).
- b. In order to be eligible to receive a floating holiday, employees must:
 - (1) Qualify according to each of the respective employee groups Memoranda of Understanding.
 - (2) Complete and submit an approved leave form Request for Leave of Absence CS 14-25A (Rev. 11/09) to the payroll liaison before taking leave.

(3) Select Att./abs. type "Floating Holiday (1090)" and the appropriate number of hours on the timecard.

- c. A floating holiday must be taken in a single absence on any regularly scheduled work day from July 1st through the last day of the last full pay period in the same fiscal year. Employees cannot receive pay rather than take the holiday.
- d. Employees who terminate/retire prior to the end of the fiscal year who have not taken their floating holiday will be paid for the holiday.
- e. Employees who work on the day they have scheduled to take the floating holiday will not receive overtime compensation. Instead, the floating holiday will be rescheduled for another day.

F. Special Pay

- 1. The Memorandum of Understanding for each respective employee group provides for special pay for certain assignments (e.g., Canine, SWAT, Bilingual, etc). Commands/individuals should consult the appropriate Memoranda of Understanding for details.
- 2. At the **beginning of each shift change**, unit commanders are required to notify the Payroll Unit with a complete written list of employees eligible for shift pay and/or special assignment pay. The unit commander (sworn or civilian) or designated authority shall review and certify its correctness by his/her signature and rank. Signatures are required on each page. Additionally, the unit commander must indicate any change to each employee's supervisor by completing the Department's Transfer/Promotion Approval Form. Failure to indicate employee supervisor changes will impact the ability of the employee to have his or her timecard approved and processed.
- 3. Any change (additions or deletions) in personnel eligible for special pays throughout the shift must also be immediately reported to the Payroll Unit.
- 4. All shift change information is due to the Payroll Unit on the last payday prior to the shift change.

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G. Request for Pay-in-lieu of Vacation

- 1. Pay-in-lieu of vacation can be granted at the request of any employee who qualifies under the respective Memorandum of Understandings.

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2. A qualified employee may request pay in lieu of annual leave each fiscal year. The total cannot exceed 125 hours in a fiscal year.
3. A Request for Leave of Absence CS 14-25A (Rev. 11/09) must be completed and received by the Payroll Unit no later than 1000 hours on the Monday following the end of pay period.
 - a. Check the box "Pay-in-Lieu of Annual Leave."
 - b. Enter the number of hours to be paid and the ending date of the pay period in which the pay-in-lieu has been requested (i.e., pay period ending 10/22/10) in the box titled "Inclusive Dates of Absence."
4. The employee is not required to complete any entry into their SAP timecard. The Payroll Specialist will enter the information as indicated from the submitted leave slip.

H. Request for Conversion of Compensatory Time

1. Conversion of Compensatory Time can be granted at the request of any employee with a Compensatory Time bank.

A Request for Leave of Absence CS 14-25A (Rev. 11/09) must be completed and received by the Payroll Unit no later than 1000 hours on the Monday following the end of pay period.

 - a. Check the box "Other" and indicate "Comp Time"
 - b. Enter the number of hours to be paid and the pay period ending date of the pay period in which the Comp. time conversion has been requested (e.g., pay period ending 10/22/10) in the box titled "Inclusive Dates of Absence."
 - c. The employee does not complete any entry into his or her SAP timecard. The Payroll Specialist will enter the information as indicated from the submitted leave slip.

I. Discretionary Leave

1. A number of Discretionary Leave programs exist. All requests must be accompanied by a Request for Leave of Absence CS 14-25A (Rev. 11/09).

IMPORTANT – Under the SAP system, employees are responsible for submitting the award letter and the leave slip prior to the pay period in which they are requesting the use of discretionary leave. If the employee

does not submit the authorization, the SAP system will not allow the employee to enter the discretionary leave on their timecard.

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2. Discretionary leave expires **six months** from the award date.
3. If no documentation is submitted, the time will be charged as Annual Leave.
 - a. General – in the Att./abs. type enter D/L Department Award (1060). A signed award letter issued by the command must accompany the leave slip
 - b. Furlough Entry – in the Att./abs. type enter D/L Furlough (1065). An approved furlough application must be on record in the Payroll Unit. Discretionary Leave earned via the Voluntary Furlough Program may not exceed eight hours
 - c. POA “Stand-by” Entry – in the Att./abs. type enter D/L Department Award (1070). The OneSD system will not allow the use of this discretionary leave unless the employee’s supervisor has entered the properly earned leave time in the employee’s Discretionary Leave bank.

J. Industrial Injury for SWORN Members Only

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1. Effective January 1, 2010, any sworn member who is unable to work due to a job-related injury or illness that occurred on, or after, January 1, 2010, must use Att./abs. Industrial 4850 (1136) when entering time in OneSD. This Att./abs. type must be utilized for all approved injury-related absences, including follow-up medical appointments.
2. All other procedures for Industrial Injury are identified in Department Procedure 5.01, Injury/Assault Reporting and Medical Benefits.

K. Military Leave

Active Duty Orders and a Request for Leave of Absence CS 14-25A (Rev. 11/09) must be submitted prior to the beginning of the military leave period. Employees will be carried on Annual Leave until orders are correctly filed. Refer to your Payroll Specialist for further information.

L. Jury Duty

A Request for Leave of Absence CS 14-25A (Rev. 11/09) accompanied by a time-stamped ATTENDANCE CERTIFICATION from court must be submitted for all time spent serving on jury duty. If actual *In* and *Out* times are not stamped on the

form, the employee will be carried on Annual Leave. In the Att./abs. type enter Court Leave – Jury Duty (1035).

M. Bereavement Leave

1. Effective July 1, 2006, paid bereavement leave is available to all employees.
2. Bereavement leave of up to five days is available upon the death of an employee's spouse, father, mother, brother, sister, son, daughter, (son or daughter to include step, foster, or adopted) or state-registered domestic partner, with a limit of one eligible death per fiscal year.
3. Documentation such as a death certificate, obituary, or funeral program must be submitted to the employee's Payroll Specialist within 30 days, otherwise the leave will be converted to another one of the employees leave balances, as appropriate. Bereavement must be taken within ten calendar days of the death.
4. A Request for Leave of Absence CS 14-25A (Rev. 11/09), must be completed. On the employee's SAP timecard enter in the Att./abs. type Bereavement Leave (1010).

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N. Alternate Work Schedules (Civilian Employees)

A memo with alternate work schedule must be submitted to the Payroll Unit two weeks prior to starting the new schedule.

O. Out-of-Class Assignments

1. All employees working out-of-class assignments must submit form CS-71 (Out-of-Class assignment), as well as the Out-of-Class Assignment tracking log to the Payroll Unit, after the required 176 hours has been completed. The Payroll Unit will review and process.
2. Civilian members working out-of-class assignments (OCA) must submit the OCA Tracking Log to their Division/Unit Payroll Liaison at the end of each payroll period for retention in the divisional file.
3. All OCAs must be submitted no later than payday Friday for which the OCA was worked. If received later than this date, the OCA will be processed the following pay period.

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P. Transfers, Supervisor Changes, and Promotions

1. A Department Transfer/Promotion Approval Form must be completed for all employee transfers, supervisor changes and promotions. The form must be submitted to Payroll and Human Resources no later than Wednesday prior to the effective date.

VII. SUBMISSION OF TIMECARDS

- A. After entries for both work weeks have been made, each employee should review the entries for accuracy and select the SAVE button. Employees are responsible for submitting their timecard by 2400 hours on each payday Friday. The OneSD system will record when the employee selects the SAVE button.
- B. If corrections are necessary, the employee can select Previous Step; make the appropriate edits, then select SAVE.
- C. The timecard will automatically populate in the queue of the supervisor assigned in the OneSD system. Supervisors have an obligation to ensure all payroll information is true and accurate. Supervisors must review and approve ALL timecards by 1200 hours on the first Monday immediately following payday Friday.
- D. Unit/division payroll liaisons are also responsible for ensuring expeditious delivery of Bi-weekly Time Sheets and supporting payroll documentation to the Payroll Office. Timecards and Bi-weekly Time Sheets are due in the Payroll Office no later than **1000** hours for units within the Headquarters Building and **1300** hours for outlying commands on the Monday following payday Friday.
- E. All late timecards will be reported to the Executive Assistant Police Chief. The employee may receive pay for a straight eighty hours regardless of the amount of overtime worked. Overtime may be carried over to the next pay period.
- F. Timecards may be required earlier when special circumstances occur such as fiscal year-end closing or a holiday falling at the end of a pay period. At such times, a Department Announcement will be distributed with the information regarding due dates.

VIII. DISTRIBUTION

All payroll funds will be transferred/deposited electronically. The OneSD site is a password-protected site, which will allow members to view and print current and past payroll information, including pay stubs.

If you have questions on the system itself, and/or how to gain authorization to access, contact your payroll liaison or the Payroll Unit. If you have password-related issues, contact the Help desk at (619) 531-2228.