

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  PROCESSING OF BIWEEKLY TIME ENTRY AND ASSOCIATED PAYROLL DOCUMENTS	Number 95.30	Issue 5	Page 1 of 4
	Effective Date June 22, 2018		

1. PURPOSE

- 1.1. To establish a schedule for departments and divisions to enter, review, and electronically approve Time Entry, and to deliver Bi-weekly Payroll Certifications and associated *Payroll Documents* to the Personnel Department for processing.

2. SCOPE

- 2.1. This Administrative Regulation (A.R.) applies to all City Departments and City Divisions that prepare and authorize payroll time entries or other associated *Payroll Documents* cited herein.

3. DEFINITIONS

- 3.1. Appointing Authority – (for purposes of this A.R. only) - Director, Deputy Directors, Executive Directors, and those delegated the authority to ensure the department’s compliance with this A.R., but not to include positions lower than a Program Manager. Department Directors and Executive Directors are ultimately responsible for all *Time Entry* approvals authorized on behalf of the Department.
- 3.2. Pay Period – The City operates on a bi-weekly *Pay Period* with 26 pay periods in a year. City Employees receive their pay for work performed in the previous two weeks.
- 3.3. Payroll Certification Report - A Department Director or appointed designee in the absence of the Department Director (*Appointing Authority*) on a biweekly basis confirming that the persons named appear on the report for the time for which such salary or compensation is claimed and that the salary or compensation is at the rate indicated on such report. This report was previously known as “Timesheet Payroll Certification Report.”
- 3.4. Payroll Documents - Supporting documents related to changes being made for any given payroll to include PCR’s and any other master data directly related to these changes.
- 3.5. Personnel Change Request (PCR) - Submitted to the Personnel Department with required information to initiate the processing of personnel actions.

(Supersedes Administrative Regulation 95.30, Issue 4, effective March 15, 1993)

---

Authorized

Signature on File  
CHIEF OPERATING OFFICER

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 95.30	Issue 5	Page 2 of 4
PROCESSING OF BIWEEKLY TIME ENTRY AND ASSOCIATED PAYROLL DOCUMENTS	Effective Date June 22, 2018		

- 3.6. SAP – An enterprise resource planning platform for the City’s core Financial, Procurement, Human Resources and Payroll processes in a single integrated environment.
- 3.7. Time Entry - The official record of employee time and attendance and can be posted on a daily basis throughout the *Pay Period*.
- 3.8. Time Management Module - The module in *SAP* used to record and evaluate an employee’s *Time Entry*.

4. POLICY

- 4.1. Employees are responsible for entering their time by the end of the business day Monday of non-pay week.
- 4.2. Supervisors are responsible for approving their employee(s) time by noon Tuesday of non-pay week. Supervisors must thoroughly review each time entry before approving it.
- 4.3. Weekly and biweekly *Time Entry*, bi-weekly *Payroll Certifications* and related *Payroll Documents* are due according to the schedule(s) as developed by the Personnel Department and the Office of the City Comptroller (Comptroller’s Office). During January of each year, the Personnel Department and Comptroller’s Office will notify each payroll department in writing as to the deadlines for submitting *Time Entry* and *Payroll Certifications*.
- 4.4. Departments shall make every effort to meet the schedule developed by the Personnel Department and Comptroller’s Office for payroll processing.
- 4.5. If supporting *Payroll Documents* for *Time Entry* are completed prior to the delivery schedule, they must be submitted immediately. Supporting *Payroll Documents* should be delivered to the Personnel Department within 3 days of the effective date of the *Personnel Change Request (PCR)*. The *Payroll Certification Report* shall be submitted biweekly to the Personnel Department.
- 4.6. The normal *Time Entry* and pay data delivery schedule may be superseded during a holiday period if, in the opinion of the Comptroller’s Office, processing of *Time Entry* and related approvals cannot be accomplished within the normal schedule. Comptroller’s Office will distribute communication for those holiday periods which will require earlier *Time Entry* and approval.
- 4.7. Each department and division shall appoint an *Appointing Authority* as a designee to sign the *Payroll Certification Report* in the absence of both the Department/Division Director and Assistant Department/Division Director. The signature of the appointed designee shall be submitted on an annual basis on the *Appointing Authority Designation Form* and kept

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  PROCESSING OF BIWEEKLY TIME ENTRY AND ASSOCIATED PAYROLL DOCUMENTS	Number 95.30	Issue 5	Page 3 of 4
	Effective Date June 22, 2018		

current in the file with the Personnel Department.

- 4.8. *Time Entry* is the official record of employee time and attendance. Time can be posted on a daily basis throughout the *Pay Period*.
- 4.9. By signing the *Payroll Certification Report*, the department designee certifies that he/she is duly qualified to sign on behalf of the Department/Division. The designee certifies to the best of his/her knowledge and belief, that the persons named on the report performed services for the City Charter and applicable ordinances, resolutions and regulations for the time entered for each person. The designee certifies that compensation at the certified rates is due and that no part has been previously paid.
- 4.10. Provisions shall be made to deliver *Payroll Certification Report* on schedule to the Personnel Department.
- 4.11. The preparation and submission of *Time Entry* and approvals as well as supporting *Payroll Documents* on or earlier than scheduled is of the utmost importance. Each department must meet their delivery schedule to enable the Personnel Department to review *Payroll Documents* and the Comptroller's Office to prepare for the processing and distribution of paychecks to all employees.

5. RESPONSIBILITY

- 5.1. All City personnel that prepare and authorize payroll time entries or other associated *Payroll Documents*.
- 5.2. City employees must ensure their time is accurately and timely posted each *Pay Period*.
- 5.3. Supervisors must ensure time is accurately entered prior to approving.
- 5.4. *Appointing Authority* must ensure that time entered and approved by their department staff is properly recorded and confirm by reviewing and signing the *Bi-Weekly Payroll Certification Report*.

APPENDIX

Legal References

None

Forms

None

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 95.30	Issue 5	Page 4 of 4
PROCESSING OF BIWEEKLY TIME ENTRY AND ASSOCIATED PAYROLL DOCUMENTS	Effective Date June 22, 2018		

Subject Index

Management - Processing of Time Entry and Associated Documents

Payroll - Processing Schedule

Time Entry and Approval - Processing Schedule

Administering Department

Office of the City Comptroller

Personnel Department