



DEPARTMENT NOTICE

20-037
03/31/20

Timekeeping Responsibilities and Inadequate Balance in HRMS

Officers in Charge (OICs) and Supervisors are responsible for accurate time and attendance reporting in HRMS to ensure that their staff receives complete and accurate paychecks.

Members are responsible for managing their own available discretionary time (VA, SP, OU, FH, etc) balances when they elect to exercise discretionary time off. Members can track their own time balances by checking HRMS, the SF Employee Portal and their online paystub prior to requesting discretionary time off. Members who notice a discrepancy in their time balances should notify their Supervisor and/or OIC immediately to request corrective action. Payroll Division staff will work directly with a units payroll clerk to reconcile discrepancies in an employee's discretionary time balances.

Members should be scheduled to work 80 hours every pay period, including any training, CPT, and details. OICs and Supervisors shall review all entries prior to the end of their shift to confirm accuracy.

OICs and Supervisors shall review their Bi-weekly eMerge Payroll Report to identify members below 80 total work hours prior to sending the reports to their Commanding Officer for approval. OICs and Supervisors shall notify their Commanding Officer of any member below 80 regular work hours in each pay period.

Any late entries made in HRMS after 10:00 a.m. on the Tuesday following the payroll closing **cannot** be processed within the same pay period. Late submissions will be processed during the next pay period, which may take up to **4 WEEKS** to complete.

The Payroll Manager will evaluate and approve circumstances when a manual correction to eMerge is necessary.

Members who receive paychecks that are inaccurate, including overpayments, shall contact their unit's Payroll Clerk to resolve the issue. Payroll Clerks shall follow the "Payroll Operating Procedures" instruction guide to correct the discrepancy.

OIC's and Supervisors should be aware that if the employee is not properly credited for all of their reportable hours, the employee will not be paid correctly.

Units shall make every effort to resolve payroll issues prior to submission of their payroll so that members' checks are not adversely affected.

Any questions should be directed to your assigned Payroll Clerk at (415) 837-7340.


WILLIAM SCOTT
Chief of Police

Per DB 19-156, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.