



DEPARTMENT NOTICE

23-050

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Timekeeping Responsibilities and Inadequate Balance in HRMS

(Re-issue DN 20-037)

Officers in charge (OICs) and Supervisors (ie Lieutenants) are required to keep accurate time and attendance reporting in HRMS to ensure that their staff receives complete and accurate paychecks and to ensure that the department has adequate staffing numbers in their unit/station.

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 and their online paystub when requesting discretionary time off. Members noticing a discrepancy should notify their supervisor and/or OIC immediately and request corrective action. Payroll staff will no longer be advising employees who do not have adequate discretionary time balances on the books.

Members should be scheduled to work 80 hours every pay period. When an Officer is detailed to the Academy for a week due to the Advanced Officer Training, the total hours for a pay period must still equal 80 hours. Lieutenants and Sergeants shall review all entries prior to the end of their shift to confirm accuracy.

Prior to sending Biweekly Payroll Reports to their Commanding Officer for review and approval, Lieutenants and Supervisors shall run Bi-weekly eMerge Payroll Report to identify members whose hours are above or below 80-hour regular totals. Lieutenants and Supervisors shall review and take corrective action when necessary. The Commanding Officer shall be notified of any member above or below 80 regular hours.

Any late entries made in HRMS after 10:00 a.m. on the Tuesday following the payroll closing **will not** be processed within the same pay period. Late submissions will be processed during the next pay period, and it may take up to **4 WEEKS** for members to receive payment for any additional time.

The Payroll Manager will evaluate and approve circumstances where a manual correction will be sent to eMerge.

Members who receive paychecks that are inaccurate 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 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.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.

Safety with Respect