



# DEPARTMENT NOTICE

20-108  
06/25/20

## Monitoring Overtime New Accounting Codes in HRMS for 2020-2021

Effective July 1, 2020, the San Francisco Police Department will implement overtime accountability changes in the Human Resource Management System (HRMS). The use of the following overtime codes requires the supervisor or timekeeper to enter the corresponding event code into HRMS:

<u>Overtime Code:</u>	<u>Event Code:</u>
OT2	200028 or grant or work order code, if applicable
OE2	200028OE
OT3	200029 or grant or work order code, if applicable
OE3	200029OE
OT4	200030 or grant or work order code, if applicable
OE4	200030OE
OT5/OE5	Event code will be on the Operations Order or grant or work order code, if applicable
Training Pay (TP or TC)	Contact Training Division at 1 (415) 401-4600 for event code
On Call Pay	200032
Court Pay	385041
38B (Pager Standby/Civilian)	200033
10B	Contact PLES at 1 (415) 837-7281 for event code

**Note: All grants, work orders, and 10B overtime will be for pay only.**

The overtime reason, approving supervisor, and approved date and time are still required. The above changes in HRMS are critical in identifying the appropriate funding type and account, and the corresponding event code must be entered into the HRMS system for members to be compensated.

The payroll and overtime approval process remains the same. Overtime shall be:

- pre-approved by a supervisor or a manager;
- verified by a supervisor or a manager;
- approved by the Commanding Officer or Division Director; and
- entered into the HRMS and submitted to the Payroll Unit within the pay period.

Any payroll questions should be directed to the unit's assigned payroll clerk at 1 (415) 837-**Priva**

Members requesting additional event codes should contact the Operations Bureau, Sergeant Maureen Leonard at 1 (415) 837-**Priva**

Note: Airport Bureau will continue their current practice for overtime accountability.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 20-081, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this this Department Notice in HRMS. Any questions or clarification regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*