CITY OF MILWAUKIE

Personnel and Administrative Policy and Procedure

SUBJECT: Payroll Reporting	**EFFECTIVE: December 2007** **REVIEWED: August 2011** **REVISED: February 2023**
CATEGORY: 400 (Finance) **POLICY NUMBER: 400.3**	**CROSS REFERENCE:**

Purpose
To standardize payroll reporting.

Scope
All employees.

Policy
Reporting time for payroll is the responsibility of each employee. Supervisors will verify time reported and approve prior to submission to Payroll.

Guidelines for Use
Time Entry:

- City employees are required to record their time electronically per the time entry system. By submitting time on the Incode system an employee is verifying the time is accurate. Pay periods are from the 9th to the 23rd of the month and the 24th to the 8th of the following month. Time must be recorded and submitted to the approver by the end of the last day of the pay period.
- Unless specifically defined in a collective bargaining agreement, time should be reported by rounding the precise minutes worked up to nearest 100th of an hour (two decimal points):

Minute	100th	Minute	100th	Minute	100th	Minute	100th
:01	0.02	:16	0.27	:31	0.52	:46	0.77
:02	0.03	:17	0.28	:32	0.53	:47	0.78
:03	0.05	:18	0.3	:33	0.55	:48	0.8
:04	0.07	:19	0.32	:34	0.57	:49	0.82
:05	0.08	:20	0.33	:35	0.58	:50	0.83
:06	0.1	:21	0.35	:36	0.6	:51	0.85
:07	0.12	:22	0.37	:37	0.62	:52	0.87
:08	0.13	:23	0.38	:38	0.63	:53	0.88
:09	0.15	:24	0.4	:39	0.65	:54	0.9
:10	0.17	:25	0.42	:40	0.67	:55	0.92
:11	0.18	:26	0.43	:41	0.68	:56	0.93
:12	0.2	:27	0.45	:42	0.7	:57	0.95
:13	0.22	:28	0.47	:43	0.72	:58	0.97
:14	0.23	:29	0.48	:44	0.73	:59	0.98
:15	0.25	:30	0.5	:45	0.75	:60	1

- All overtime, comp time, vacation, sick time, etc. must be reported during the current pay period on the date taken.
- Time off other than sick leave requires prior approval. Time off should be requested and approved via electronic time entry.
- Employees with approved leave for the day time entities are due should complete time entry before leaving. When employees are unavailable on the day entries are due, supervisors will complete the time entry.
- Supervisors must verify time reports are accurate and submitted electronically to Payroll for processing. The time entry system maintains a record of entries.
- Paydays are the 15th and last working day of the month. If a payday falls on Saturday or Sunday, paychecks or deposit remittances will be dated & disbursed on the preceding Friday. If a payday falls on a recognized holiday, paychecks or deposit remittances will be dated & disbursed on the last working day prior to the holiday. For the payday on the 15th of the month, employees are paid for hours worked and reported through the 8th of that month and for paydays on the last working day of the month, employees are paid for hours worked and reported through the 23rd of that month.
- Any employee who believes they were under or over paid should notify Payroll. When Payroll becomes aware of an underpayment, and there is no dispute over the unpaid wages, the unpaid amount is due within three (3) business days if it is five percent (5%) or more of the employee's gross wages. If the amount is less than five percent (5%) it may be included on the next regular paycheck. Overpaid employees must repay the city when the over payment is discovered. If the employee discovers the overpayment, the employee must notify Payroll immediately upon discovery. The employee will make arrangements with Payroll to repay the overpayment. Such arrangements will include accounting for taxes and PERS.

Final Checks (Termination or Retirement):
Final paychecks are direct deposited. All time entry for final checks must be completed and approved two days prior the employee's last day of work.

Responsibilities:

Employees

- Submit time for hours worked and leave taken in the time entry system by the cut-off date established by Payroll.
- Verify accuracy of payroll check.

Supervisors

- Submit time in the time entry system by the established cut-off date as established by Payroll.
- Verify the accuracy of time recorded by employees, approve and submit time to payroll by the cut-off date as established by Payroll.

Detailed procedures related to time entry are posted in the InCode time entry portal.