

"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

1626.12, ATTENDANCE RECORDS

EFFECTIVE:	7/28/2021
RESCINDS:	1626.11
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	POLICE FISCAL MANAGER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE	ORLANDO ROLÓN

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POLICY:

Per City of Orlando policy, 2400.2 "City Payroll," All Orlando Police Department employees are to record bi-weekly attendance status through an electronic time and attendance system.

PROCEDURES:

1. RESPONSIBILITIES

Every employee of the Orlando Police Department is responsible for recording his or her daily attendance data by entering hours through an electronic time and attendance system. The employee will certify the hours worked are true and correct by his or her approval of their electronic timecard by 2100 hours on the Sunday immediately following the previous pay period.

Time entries should be completed according to Department procedures, City Policy and Procedures, and any current collective bargaining agreement. All entries for each day will be recorded in the column for that date. Officers and sergeants who work other than 8 hour shifts should enter the scheduled hours on the first Sunday of the pay period, e.g., 32, 36, 40, 44, and 48.

Supervisors are to perform the following:

- a. Review electronic time entry for completeness and accuracy.
- b. Ensure employee approves his or her electronic time entry.
- c. Approve assigned employees' electronic time entry prior to 2400 hours on the Sunday immediately following the previous pay period, unless advised otherwise.

Managers are to perform the following:

- a. Review electronic time entry for completeness and accuracy .
- b. Approve electronic time entry NLT 0900 hours on the Monday immediately following the previous pay period

Employees shall direct any payroll questions to the Police Fiscal Management section. Additional helpful information and forms can be found on OPD Online, under the Fiscal Tab.

2. ERRORS

It is the responsibility of each employee to review his or her payslip every payday and immediately report any errors to his or her supervisor. Accordingly, it is the responsibility of supervisors to assure that the Fiscal Management Section is immediately notified of any adjustments that need to be made.

All adjustments must be received within two bi-weekly payroll periods following the date of the check that requires a correction.

Errors or omissions to timecards already approved by a manager must be corrected by the supervisor via electronic correspondence to the Fiscal Management Section stating the required change and their approval of the change (include date, time and type of pay). No adjustments should be entered by the employee, supervisor or manager on another pay period.

3. PAY CODE CATEGORIES

Pay code categories can be found on OPD Online – Fiscal Tab - Kronos