

## POLICY 425.02: PAYROLL REPORTING

### OBJECTIVE

To provide uniform procedures regarding the basis for calculating employee paychecks, reporting payroll information and providing documentation for employee compensation. The Timekeeping System (defined in Policy Section 425.03, Time Clocks, Timestamping and Mobile Punching) records are the official basis for calculating paychecks.

### DEFINITIONS

### PAY CODES

The following Pay Codes are used in The Timekeeping System. The following Pay Codes are either manually entered on the timecard or automatically entered on the timecard.

#### Regular Time:

- Regular
- Travel/Training

#### Shift Differential 2 Regular:

- Dif 2 Regular: See the Collective Bargaining Agreement (“CBA”) and Policy Section 206.03, *Shift Differential*.

#### Shift Differential 3 Regular:

- Dif 3 Regular: See the CBA and Policy Section 206.03, *Shift Differential*.

#### At Home Care:

- At Home Care Reg (applicable to K-9 handlers only)

#### Holiday:

- Holiday: See the CBA and Policy Section 206.07, *Holidays and Personal Leave*.

#### Management Leave:

- Management: See Policy Section 206.09, *Management Benefit Program*.

#### Personal Leave Day:

- Personal Leave: See the CBA and Policy Section 206.07, *Holidays and Personal Leave*.

#### Sick Leave:

- Sick Leave  
See the CBA and Policy Section 203.03, *Sick Leave*.

**Vacation Leave :**

- Vacation Leave: See the CBA and Policy Section 203.02, *Vacation Leave*.

**Standby:**

- Standby

**Call Back:**

- Call Back Not Worked
- Call Back Worked

**Family Medical Leave Act:**

- FMLA Management Leave
- FMLA without Pay
- FMLA Personal Leave
- FMLA Sick Leave
- FMLA Vacation Leave

See Policy Section 203.07, *Family and Medical Leave Act*.

**Other Non-Worked Pay:**

- Administrative Leave: See Policy Section 206.09, *Management Benefit Program*.
- Bereavement Leave: See the CBA and Policy Section 203.01, *Bereavement Leave*.
- Jury Duty: See the CBA and Policy Section 203.06, *Jury Duty (Judicial Proceedings)*.
- Military Leave: See Policy Section 203.05, *Military Leave*.
- Short Term Disability
- STD Management
- STD Sick leave
- STD Vacation
- Workers' Compensation
- WC Vacation
- WC Sick
- WC Management Leave
- Special Leave (By directive of the Chief Executive Officer)
- Executive Order Leave (By directive of the Chief Executive Officer)

**Leave without Pay:**

- Excused Absence without Pay: See Policy Section 203.04, *Excused Absence without Pay*.
- Unauthorized Leave Without Pay

The following Pay Codes are automatically entered on the timecard and should not be entered manually. See the CBA, Policy Section 425.01, *Work Week and Overtime*, and Policy Section 206.03, *Shift Differential*. The Timekeeping System calculates these Pay Codes.

**Straight Overtime:**

- Straight Overtime

**Shift Differential 2 Straight OT:**

- Shift Differential 2 Straight OT

**Shift Differential 3 Straight OT:**

- Shift Differential 3 Straight OT

**Premium Overtime:**

- Premium Overtime

**Shift Differential 2 Premium OT:**

- Shift Differential 2 Premium OT

**Shift Differential 3 Premium OT:**

- Shift Differential 3 Premium OT

**CALL BACK**

Call Back duty is performed when an employee is called back to work after regular working hours to remedy an emergency situation. An employee called back to work after regular working hours is guaranteed a minimum of four (4) hours. Record Call Back Worked hours separately from Call Back Not Worked hours necessary to achieve the four-hour guarantee.

Only Call Back Worked hours shall be included in computing premium overtime hours, if any, in a work week. No differential rates are applicable to Call Back time.

**STANDBY DUTY**

Standby Duty is a period of time an employee is assigned by the department vice president or designee to be accessible by telephone in readiness to perform actual work when the need arises. Such Standby Duty, when the employee is not actually working, is not considered hours actually worked. An employee is not eligible for Standby Duty while in vacation status.

An employee designated by a department vice president or designee to be on Standby Duty is paid a rate of two-tenths (.2) of their regular pay rate per hour for all time on standby.

If the employee performs actual work during the standby period, it is considered a call back to work and the number of standby hours are then reduced accordingly.

### **MEAL AND REST PERIODS (FOR NON-EXEMPT EMPLOYEES)**

Periods of 30 minutes or more that are provided for the purpose of eating a meal and during which the employee is completely relieved of all duties constitute a bona fide meal period. The time for a purported meal period must be counted as time worked if the employee performs any work whatsoever during the period, whether at the discretion of the department management or voluntarily.

Meal periods are authorized by the department vice president, who, with approval from the Chief Executive Officer, may authorize the meal time to be included as work time.

Rest periods of short duration, running from 5 minutes to 20 minutes, are compensable as time actually worked.

Meal and rest periods are scheduled at the discretion of the employer and are not a legal requirement.

### **TRAVEL TIME**

#### **Travel Home To Work and Return (Commuting)**

When an employee travels from home to work and returns home from work, he or she is engaged in ordinary home to work travel. This is true whether he or she works at a fixed location or at different job sites. This type of travel is not compensable as hours worked.

#### **Travel Home To Work and Return, Special One-Day Assignment**

When a non-exempt employee travels to another city or location different from his or her normal work site and returns home in the same day, the travel time is compensable except as follows:

- Travel time directly to or from the employee's home to or from the airport or other transportation center is normal home to work travel and not hours worked;
- Time taken for meal periods of 30 minutes or more during the course of the travel day; or
- If an employee is offered public transportation but requests permission to drive his or her personal vehicle instead, hours worked may be the time spent driving or the time the employee would have spent if the offered public transportation had been used.

### **Travel Away From Home Overnight**

- When a non-exempt employee is required to travel overnight away from home to another city, the time spent traveling which occurs during his or her normal work hours is compensable. Additionally, if overnight travel occurs on an employee's regular day off, the travel time which corresponds to the employee's normal hours of work is compensated as time worked.

For example, a non-exempt employee whose normal work hours are Monday – Friday 8:00 a.m. – 5:00 p.m. would be compensated for any travel time that occurs during those hours. If the same non-exempt employee travels on Saturday or Sunday, their travel time occurring between 8:00 a.m. – 5:00 p.m. would be compensable.

- During overnight travel, an employee is also compensated for any other time outside of the employee's normal work hours in which the employee actually performs work. However, an employee should not perform any such work outside of normal work hours unless the employee has received prior authorization to do so from their supervisor.

## **METHOD OF OPERATION**

### **RESPONSIBILITY**

Each employee, except those employees using a time clock (see Policy Section 425.03, *Time Clocks, Timestamping and Mobile Punching*), is responsible for compiling and submitting an electronic timecard on a bi-weekly basis. The Timekeeping Coordinator (defined in Policy Section 425.03) or designee is responsible for reviewing and approving electronic timecards as compliant with payroll policies for each employee within the department.

### **GENERAL**

Electronic timecards produced by The Timekeeping System are the only method for submitting time and attendance records for the initiation of payment of employee wages.

Each department approves/submits a biweekly electronic timecard for each employee via The Timekeeping System.

In addition, a means is provided for correcting previously reported hours through submission of a Payroll Correction Form, No. 425.02.2.

Each electronic timecard is reviewed, corrected and approved by the Timekeeping Coordinator in addition to a department supervisor, manager or vice president before submitting to Payroll. The vice president is ultimately responsible for the appropriateness and accuracy

of all electronic timecard submittals within their respective department(s). The deadline for submission of electronic timecards is 12:00 p.m. (noon) the Monday after the period ending date.

## SUPPLEMENTAL PAYROLL REPORT

**TERMINATIONS** The final payroll data of a terminated employee (dismissed, resigned, retired) is reported on a Supplemental Payroll Report, Form No. 425.02.1, with the reason for termination noted and the words "**final check**" put in the Department Remarks column. Final salary checks are issued to the employee by the Human Resources Department.

When an employee's time is submitted on a Supplemental Payroll Report for the final paycheck, an electronic timecard **should not** be prepared for that employee.

**PAYROLL CORRECTIONS** The Payroll Correction Form No. 425.02.2 will be used for correction of time reported and processed on a previous payroll.

**FORMS** 425.02.1 Supplemental Payroll Report  
425.02.2 Payroll Correction Form

**REFERENCE** Aviation Authority Policy and Procedures Manual  
Section 425.01, Work Week and Overtime  
Section 425.03, Time Clocks, Timestamping and Mobile Punching

## APPROVAL AND UPDATE HISTORY

**FORMAT AND RE-NUMBERING AUTHORITY** Aviation Authority Board: August 28, 1991 (4R)

**LAST APPROVAL** Chief Executive Officer: August 14, 2017

**SUPERSEDES** All Previous



# PAYROLL CORRECTION FORM

TO: PAYROLL DEPARTMENT      DATE: August 14, 2017

Enter the file #, the Section # & Name will auto populate

<b>FILE #</b>	<b>Section #</b>	<b>Last, First &amp; Middle Initial</b>
	#N/A	#N/A

ADJUSTMENTS:      **[When you fill in all the fields below, the Boxes will auto populate with the appropriate correction]**

REGULAR	VACATION	SICK	MGMT	PERSONAL	STOT	SPECIAL	OT	FMLA	STD	OTHER

ON PAY PERIOD ENDING

PAID ON: #N/A

1) EMPLOYEES HOURS WERE SUBMITTED AS FOLLOWS:  
(ENTER **ALL** HOURS AS THEY WERE SHOWN ON THEIR TIMESHEET)

HOURS PAYABLE											TOTAL HOURS PAYABLE	HOURS EARNED
REGULAR	VACATION	SICK	MGMT	PERSONAL	STOT	SPECIAL	OT	FMLA	STD	OTHER		
												-

2) EMPLOYEES HOURS HOW THEY SHOULD HAVE BEEN SUBMITTED AS FOLLOWS:  
(ENTER HOURS YOU ARE CORRECTING AS THEY SHOULD HAVE HAPPENED ON THEIR TIMESHEET)

HOURS PAYABLE											TOTAL HOURS PAYABLE	HOURS EARNED
REGULAR	VACATION	SICK	MGMT	PERSONAL	STOT	SPECIAL	OT	FMLA	STD	OTHER		
												-

3) Adjustments      TOTAL HOURS PAYABLE      This bottom line shows the difference that should be adjusted

REGULAR	VACATION	SICK	MGMT	PERSONAL	STOT	SPECIAL	OT	FMLA	STD	OTHER	HOURS EARNED
-	-	-	-	-	-	-	-	-	-	-	-

Explanation:

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Employee: #N/A      Date: \_\_\_\_\_

Payroll Clerk: \_\_\_\_\_      Date: \_\_\_\_\_

Director: \_\_\_\_\_      Date: \_\_\_\_\_      Date: \_\_\_\_\_