

Electronic Timesheet Procedures

1036.1 PURPOSE AND SCOPE

Timesheet are submitted to Police Department Administration on a bi-weekly basis for the payment of wages.

1036.2 POLICY

The Azusa Police Department maintains timely and accurate payroll records.

1036.3 TIME REQUIREMENTS

All employees are paid on a bi-monthly basis usually on Thursdays with certain exceptions such as holidays. Timesheets shall be completed and submitted to Administration no later than 7:00 a.m. on the Sunday morning after the end of the pay period, unless specified otherwise.

1036.4 RESPONSIBILITY FOR COMPLETION OF TIMESHEETS

Employees are responsible for the accurate recording of their time on InTime electronic timesheets electronically signed and submitted in a timely manner to their supervisors for review and approval for payment of wages.

1036.5 RECORDS

The Administrative Services Captain shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).