

PAYROLL HOURS TYPE

1.0 Purpose:

1.1 To establish consistent hours type reporting by all City personnel.

2.0 Scope:

2.1 All personnel are required to report their time worked utilizing the established payroll hours types (pay codes) established in the BS&A Payroll Module.

3.0 Policy:

3.1 Hours type reporting is used for tracking hours worked as well as to provide a means of controlling leaves, holidays and other administrative time.

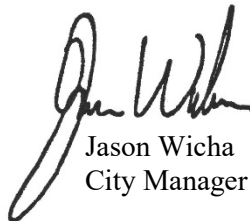
3.2 To ensure uniformity of hours type reporting across departments, a listing is distributed to the departments. The original of the listing is maintained by the Assistant Finance Director.

3.3 Departments that wish to add additional activities should contact the Assistant Finance Director for a number assignment.

3.4 It is the responsibility of the Assistant Finance Director to ensure that hours types are not duplicated.

4.0 Distribution:

4.1 All Executive staff and staff members. Department heads are responsible for disseminating the information to department personnel.



Jason Wicha
City Manager