



Policy: **Timesheets and Payroll**
Adopted: M2007-0143
Effective: 10/1/2007
Revised: 3/6/2018; 8/5/19

- Purpose** Timesheets are a legal document, which are the source of payroll transactions. They also serve as a verification of hours worked and time off.
- Policy** Timesheets must represent an accurate and true report of hours worked, and leave hours taken, and other time off in accordance with the City of Northfield’s attendance, leave, and other work time-related policies.
- Payroll Bi-weekly** All employees are paid through payroll bi-weekly; once every two weeks, every other Friday or the business day preceding such Friday that is a holiday. Each ~~pay~~ periods starts on a Sunday and ends on a Saturday two weeks later.
- Direct Deposit** Direct deposit is a mandatory condition of employment. Deposits can be made to any demand deposit account ~~bank or credit union~~. Your ~~bank and credit union~~ financial institution can be changed at any time at your discretion by obtaining the proper paperwork from the Inside Track, the employee portal, on the city website or the Communications & Human Resources Department.
- Wages are deposited in an employee’s ~~bank account or credit union~~ financial institution on payday, ~~which is every other Friday~~.
- When paydays are on an actual or observed holiday, wages are deposited on the business day before the holiday.
- Time Reporting** Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per work week, except for public safety employees. ~~They will be paid according to the time reported on their time sheets.~~
- To comply with the provisions of the federal and state Fair Labor Standards Acts (FLSA), hours worked and any leave time used by non-FLSA exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time the reporting form must include the signature of the employee and supervisor. Reporting false information on a time sheet may be case for immediate termination.
- FLSA ~~E~~xempt employees must record on their ~~timecard~~timesheets the time they worked as well as time off taken during the workday. A combination of time worked and paid leave time of ~~A~~t least 480 hours ~~per each two-~~week pay period must be accounted for by FLSA exempt employees on the ~~timecard~~timesheets each pay period ~~work week~~.
- Employees’ Responsibilities**
- Employees’ Responsibilities** Employees are responsible for the accurate and timely reporting of hours worked, leave and hours taken, and other time off in accordance with the City of Northfield’s attendance, leave, and other work time-related policies. When completing their time sheets, employees will adhere to the following procedure:

- All time worked must be entered on the time-sheet. No employee will work for the City without compensation.
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- For employees that complete hard copy time sheets, time sheets are to be completed in ink only. Time sheets cannot be completed in pencil.
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- Timesheets ~~are due must be submitted~~ to the employee's supervisor ~~by 9:00 a.m.~~ on the Monday following the end of the payroll period. On occasion, timesheets may be requested
earlier when holidays or other conditions require payroll processing to be completed sooner than the standard schedule provides.
- Regular full and part-time ~~E~~employees who do not turn in their time sheet completed by the deadline ~~will may~~ not be paid until the payroll for the following pay period as determined by the City Administrator. Seasonal employees are excluded.
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- If the employee is on leave, it is his/her responsibility to complete the time sheet prior to leaving.
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- If the employee is on parenting, FMLA, or sick leave, the supervisor will complete the sheet in the employee's absence.
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- When correcting a time sheet, the employee should use a single line strike through the error. The employee whose name is on the time sheet must initial the change/correction.
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- While no justification is necessary for normal work time, overtime and comp time will be explained on the "Overtime-Comp Time Approval" form and a copy attached to the time sheet.

Supervisors' Responsibilities

Supervisors are responsible for the review, certification and verification of all time recorded by employees. Supervisors must adhere to the following procedure for timesheets:

- Review all timesheets and leave requests to ensure accuracy.
- Correct time sheets that are inaccurate by notifying the employee and obtaining their initials by the correction. The supervisor must also initial the change.
- Ensure that appropriate forms are attached to the time sheet justifying the various leaves, comp time accrued, and over time earned. Forms include "Leave/Absence Request" ~~form~~ and "Overtime-Comp Time Approval" form.
- Failure to attach the appropriate forms supporting the various leaves, comp time earned or used and over time earned will may result in the employee not getting paid

as determined by the City Administrator.

- Supervisors will sign each time sheet signifying acknowledging its accuracy and their approval.
- Timesheets are due in Finance at City Hall by 12:00 p.m. on the Monday following the end of the payroll period. On occasion, timesheets may be requested earlier when holidays or other conditions require payroll processing to be completed sooner than the standard schedule provides.

Other

Employees will follow all policies and requirements established in the Employee Handbook referencing attendance, leave, work time-related, and compensation policies.

Correcting eErrors

If a mistake is made after reporting time and not realized until after the payroll process has been completed, the following procedure will be followed:

- The employee and or manager will write a memo to Human Resources stating the employee's name, the department, the supervisor, date of the error and the error itself.
- Human Resources will investigate the error.
- Human Resources will inform the supervisor and employee of the corrective action to be taken.
- Human Resources will prepare a “personnel action form” for appropriate signatures to correct the error.
- Errors are exceptions, not the rule.

Early or Advance Paycheck

The City does not issue early or advance paychecks.

Final Paycheck

If the employee quits employment resigns, the employee typically receives their final wage, accrued annual earned leave time, and any severance benefits through the normal payroll cycles on the payroll following termination or 20 days after last day of work, whichever is earlier.

If the employee is discharged from employment duty, the employee will be paid through their termination date through the normal payroll cycle or within twenty-four hours following written demand by the employee, unless City Council approval is required for such expenditure.

Violation

Falsifying a time sheet by knowingly failing to add time worked, adding time worked when such work was never performed, or failing to subtract time from the time sheet when the employee was not present to work is fraud. Fraudulently, inaccurately, or untimely completing and submitting timesheets constitutes wrongdoing and will result in disciplinary action, up to and including termination of employment. discharge, and may subject the violator to criminal sanctions.



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