



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

**Purpose** Timesheets are a legal document, which are the source of payroll transactions. They also serve as a verification of time off.

**Policy** Timesheets must represent an accurate and true report of hours worked and leave hours taken in accordance with the City of Northfield's leave policies.

**Bi-weekly** All employees are paid bi-weekly. Pay periods start on a Sunday and end on a Saturday two weeks later.

**Direct Deposit** Direct deposit is a mandatory condition of employment. Deposits can be made to any bank or credit union. Your bank and credit union 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 on payday, which is every other Friday.

When paydays are on an 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, hours worked any leave time used by non-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 cause for immediate termination.

Exempt employees must record on their timecards the time they worked as well as time off taken during the workday. At least 40 hours per week must be accounted for by FLSA exempt employees on the timecards each workweek.

#### **Employees' Responsibilities**

Employees are responsible for the accurate and timely reporting of hours worked and hours taken in accordance with the City of Northfield's leave 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.
- For employees that complete hard copy time sheets, time sheets are to be completed in ink only. Time sheets cannot be completed in pencil.

- Timesheets are due 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.
- Employees who do not turn in their time sheet completed by the deadline will not be paid until the following pay period.
- If the employee is on leave, it is his/her responsibility to complete the time sheet prior to leaving.
- If the employee is on parenting, FMLA, or sick leave, the supervisor will complete the sheet in the employee's absence.
- 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.
- 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 result in the employee not getting paid.
- Supervisors will sign each time sheet signifying accuracy and 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.

#### **Correcting errors**

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.



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- Human Resources will prepare a “personnel action form” for appropriate signatures to correct the error.
- Errors are exceptions, not the rule.

**Early Paycheck** The City does not issue early paychecks.

**Final Paycheck** If the employee resigns, the employee typically receives their final wage, accrued annual leave and any severance benefits on the payroll following termination or 20 days after last day of work, whichever is earlier.

If the employee is discharged from 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.

**Violation** Falsifying a time sheet by 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 will result in disciplinary action, up to and including discharge, and may subject the violator to criminal sanctions.