

PAYROLL HOURS TYPE

1.0 Purpose:

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

2.0 Scope:

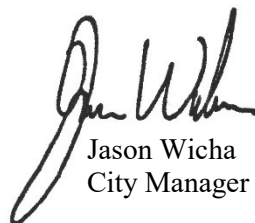
- 2.1 All personnel are required to report their time worked utilizing the established payroll hours types (pay codes) established in the BS&A Payroll Module.

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