

SOP #13

Salem Public Works Department
Standard Operating Procedures

PAYROLL PROCEDURE

EFFECTIVE DATE:

March 1, 2004

REVISION DATE:

Policy Statement:

Every effort will be made to assure accurate calculations for payroll purposes. Processing all necessary forms is vital to this effort. Everyone plays a role in assuring accurate paychecks and everyone is expected to participate fully and in a timely fashion to accomplish this task. The following procedure outlines the basic efforts needed to produce accurate calculations.

Procedure:

1. Time cards – Punch in/Punch out for the normal 7 AM to 3:30 PM schedule; in 6:45AM to 7:00AM; out 3:30PM
All other schedules 15 minutes prior to start and after the end time of your schedule. Please refer to SOP #10 Work Hours.
2. Employee Request Form for Time off (SOP) – completion as per SOP.
3. Employee request forms for Upgrade (SOP) – completion as per SOP.
4. DPW Overtime reports by foreman (SOP) – completion immediately following overtime assignments.
5. All forms to be sent to Administrative Superintendent as soon as possible.
6. Payroll calculations by Administrative Superintendent and Administrative Secretary.
7. All questions relative to payroll will follow the “Chain of Command” for resolution.