

Payroll Record Procedures

1018.1 PURPOSE AND SCOPE

Payroll records are submitted to Administration on a bi-weekly basis for the payment of wages.

1018.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

1018.1.2 TIME REQUIREMENTS

All employees are paid on a bi-weekly basis usually on Thursday with certain exceptions such as holidays. Payroll records shall be completed and submitted to Division Commanders no later than 7:00 a.m. on the Monday morning after the end of the pay period, unless specified otherwise.