



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION 607	SUBJECT PAYROLL RECORD KEEPING POLICIES AND PROCEDURES
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The following policies and procedures are established to govern payroll record keeping requirements for the City. Department heads are responsible for ensuring required payroll and leave records are maintained for all employees within their departments, as stated below.

Federal and state laws, including the Fair Labor Standards Act (FLSA), prescribe various record keeping requirements for employees. This policy is developed to comply with those requirements. In case of conflict between City policy and federal or state law, the provisions of law will supersede City policy, except where City policy exceeds the minimum requirements.

I. OVERTIME ELIGIBLE EMPLOYEES

Each department head shall establish a method for reporting hours worked and leave time taken for all overtime eligible employees within his/her department. Regardless of method, the following records shall be maintained.

- A. Documentation of the time of day and day of the week on which the employee's workweek begins.
- B. A weekly time record of the following information.
 - 1. The number of hours actually worked each work day,
 - 2. The number of hours and type of leave charged each work day (whether paid or unpaid leave, and including any compensatory leave time taken).
 - 3. The total number of hours to be compensated for each work week.
 - 4. If the total number of hours for the week exceed 40, the following additional information is required:
 - a. The number of hours that will be compensated at straight time,
 - b. The number of hours that will be compensated as overtime at time and one-half, and whether the compensation will be granted in the form of pay or compensatory time off.

AMENDS/SUPERSEDES SEC. 607, 4/15/86	REFERENCES	APPROVAL
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- c. The date/pay period the overtime pay or compensatory time was granted to the employee.
- C. For employees on a fixed schedule, if the daily and weekly work schedule is documented and the employee adheres to the schedule, the hours worked for each work day may be indicated by a check mark. If the employee does not adhere to the daily work schedule, then the number of hours actually worked or the number of hours and type of leave time charged should be entered for the day. In weeks in which the fixed schedule is not adhered to, the total hours for the work week must be calculated. Should the weekly hours exceed 40, then the additional documentation indicated in paragraph B., 4., a. - c., above, is required.
- D. For purposes of this policy, the term, "work week," shall mean the same as "work cycle" for certain public safety employees who are eligible for longer work periods under the Fair Labor Standards Act.
- E. It is recommended that time records be signed or verified by the employee and the supervisor, if possible.

II. EMPLOYEES UNDER THE AGE OF 18

Based on the age of the employee and the specific type of work situation, record keeping in addition to that required in section I, above, may be required for employees under the age of 18. See Section 312, Employment of Minors or contact the Department of Human Resources for specific information.

III. OVERTIME EXEMPT EMPLOYEES

For overtime exempt employees, a record of the time of day and day of the week in which the employee's work week begins must be maintained. If all employees have the same schedule, a single notation will suffice. Department heads may require overtime exempt employees to maintain a record of the number of hours worked per day. In addition, a record of any daily leave time charged (paid or unpaid) shall be maintained.

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IV. GENERAL PROVISIONS

- A. Regardless of overtime status, when pay adjustments are made retroactively, documentation shall be maintained as to how the calculation of the retroactive pay was derived, the period covered by the retroactive pay, and the date/pay period the retroactive pay was granted.
- B. Computerized or paperless time keeping devices or records are an acceptable means of maintaining records provided the information is accurate and can be converted to a form suitable for inspection by the appropriate parties.
- C. Records described above must be maintained for a minimum of five years. If records are in storage, they must be available within 72 hours.

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