

## Payroll Records

### 1036.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of [department/office] members who are eligible for the payment of wages.

#### 1036.1.1 TIME REQUIREMENTS

All employees are paid on a bi-weekly basis usually on Friday with certain exceptions such as holidays. Payroll records shall be completed and submitted to Administration no later than 8:00 a.m. on the Saturday morning after the end of the pay period, unless specified otherwise.

### 1036.2 POLICY

The Red Bluff Police Department maintains timely and accurate payroll records.

### 1036.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

### 1036.4 RECORDS

The Administration Division Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).