

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	4-4
		Original Adoption	02-09-1987
		Revision #	6
		Last revision date	May 2010
<b>Section Title</b>	<b>Hours of Work</b>		
<b>Subject</b>	<b>Time Reporting/Pay Periods</b>		

It is the goal of the Human Resources Office that each employee receives correct paychecks on a consistent schedule.

All employees are paid every two weeks for a total of 26 payments in a year.

Payments are made every other Friday for the preceding two weeks of employment.

Employees leaving the service of the city for any reason shall receive their final pay on the next regularly scheduled pay date following their separation from employment.

### **Time Reporting Procedures**

- Time report forms will only be those designated by the Human Resources Office.
- Employees are responsible for completing their time report forms and giving them to their supervisors at the end of the pay period. Employees should make sure that their time report is correct prior to submission. If an employee fails to submit a time report by the scheduled deadline for processing (Departments/Divisions may have set their own deadlines which give them enough time to enter and balance their group(s) and meet the deadline for submission to the Human Resources office), the employee will not receive payment until the pay period following proper submission. See §39-3-204 (3), MCA.
- Supervisors are responsible for certifying time reports are correct by signing each time report form or the approved summary sheet.
- Time report forms are due in the Human Resources Office no later than 10:00 a.m. (3:00 p.m. for remote reporting) on the Friday before the last day of the pay period. Changes are to be submitted in writing or by email to the Human Resources Office no later than 10:00 a.m. Monday. Time reports may be requested earlier because of holidays or other special circumstances.
- All leave requests, overtime and compensatory time records and any other special information relating to the time reporting period shall be maintained in the department.

### **Corrections to Time Report Forms**

- Any changes to the time report forms must be initialed by both the supervisor and the employee.

### **Special Payroll Checks because of Errors**

- It may not always be possible to issue a corrected paycheck immediately in cases of incorrect pay. Each instance will be evaluated at the time, considering the amount of the error, effect on the employee, and/or the time needed to correct the error and issue a new check.
- In all instances corrections will be made by the following pay period.