



**Division 07**

**Fiscal Affairs**

**Chapter 06 – Payroll/Timesheet Manual**

March 2009

**POLICY**

This General Order shall ensure that a mechanism is in place to provide instruction on the completion of time/attendance records in order for proper payment by the Office of Finance, Payroll Division.

**DEFINITIONS**

N/A

**PROCEDURES**

The Fire/EMS Department will maintain a Payroll/Timesheet Manual that includes policies and procedures for handling all employee pay-related issues.

This manual will be released upon conversion to the County's Electronic Timesheet System (ETS), which is anticipated by the end of calendar year 2009.

All personnel will be required to adhere to the manual when recording their time/attendance.

**REFERENCES**

N/A

**FORMS/ATTACHMENTS**

N/A