



Payroll Unit

San Diego Sheriff Dept.

YOUR PAYROLL UNIT

Senior DHRO

DHRO

HRS

HRS

HRS

HRS

HRA

HRA

HRA

HRA

Payroll Tech

HRA

HRA

Payroll Clerk



Reminder . . .



- ◇ Always start with your payroll rep. If you are unsure of who that person is, call the payroll mainline and they will transfer you.
- ◇ Payroll does not work weekends or holidays.
- ◇ If you have a concern with your payroll rep please reach out to the DHRO or SDHRO
- ◇ No one, except for payroll, should be in Kronos for ANY reason on payroll close Friday after 9am. If you have a last-minute entry or correction, please call or email your payroll rep and they will give you direction on whether they will make the entry or approve you to make the entry.



Common Misconceptions



- Central Payroll and Sheriff Payroll are the same
 - Sheriff Payroll is anyone who works in the Sheriff's Payroll Unit. This could be someone at Ridgehaven or in the field. Central Payroll is part of the Auditor and Controller's office at the COC. Sheriff's Payroll Unit reports to them.
- Sheriff's Payroll enters overtime or time off that is turned in late
 - Central Payroll makes the entries for anything that is not for the current pay-cycle. There are many factors involved ie. Taxes, Premium Pay Rates etc.. It is not just a quick entry. It starts with Sheriff payroll completing an adjustment which is submitted the Central Payroll. Before it is entered it will go through 3 different desks for accuracy. This is why it can take 3 pay periods to see the entry made.
- Sheriff's Payroll enters Direct Deposit
 - Central Payroll enters any direct deposit changes. Per county rules, the process of verifying the account takes 3 pay periods. The only exception is SDCCU.
- Payroll can make timekeeping entries using a Deployment
 - While we frequently use the deployment as a reference for checks and balances, we make entries from a PR1.
- We can do whatever we want
 - Payroll does not make the rules. We abide by the MOAs, Comp Ordinance, Policy and Procedures and Business Rules. This means that there will be times we get a question and before we can answer research has to be done. It is not always quick but know that we are working to get it answered so please be patient.



Payroll and MLU



What happens after your employee goes on Extended Leave?

- Enter the time off in Kronos using regular leave balances or submit a PR1 to your payroll rep. This is especially important if the employee goes on leave earlier than anticipated, ie. The baby came early.
- When approval is received from MLU you can begin using the FML or PDL leave codes. If your payroll rep does these entries, they will begin using the leave codes.
- Payroll will submit any adjustments for leave time that may have been previously entered as regular balances instead of leave codes.
- If an employee returns earlier than expected, please let MLU and your payroll rep know right away
- Intermittent leave, tracking on spreadsheet but also must be submitting PR1s and entering in Kronos.
- Work Related Light Duty Doctor's visits. 3 hours maximum release time. Must be coded in Kronos with the RWC Work Rule. Over 3 hours must use own balances. Overtime is not paid for doctor's visits.

CONFIDENTIAL

PAYROLL AND IA



What happens after an IA Discipline is handed down

- Payroll receives a copy of the discipline from IA
- The discipline will include the dates of the pay period it should be served
- The supervisor will let Payroll know the specific date(s)
- If the recommended pay period in which it will be served needs to be changed you must notify Payroll
- Disciplines are based on 8.5 hours for sworn and 8 hours for Pro. If the employee is scheduled for more than that, they will either need to comp off the remaining hours or come into work.
- The discipline is coded as MLW with the comment "Personal"
- If you have questions about how to balance the hours, entering the time off etc... reach out to your payroll rep.

PAYROLL AND EMPLOYEE RELATIONS



What is payroll's roll in sick leave abuse?

- Accurately tracking all sick hours used
 - SLP/SPT = Sick Leave Personal
 - SLO/SLT = Sick Leave Other
- When an employee is out sick and NOT on protected leave and they are out of Sick balances, SLW must be used. Your facility command can authorize the use of other balances "in lieu of" but it is not automatic. The command must notify you.
- MLW is used mostly by EE Relations, IA or MLU. There are a few situations in which this would be used other than those but check with your payroll rep if you are unsure.
- AWOL or ADT should only be used with prior authorization from EE Relations. If you are told to use AWOL or ADT please forward the approval to your payroll rep.

Questions???

One on One Training?
YES! We do that!

Payroll Mainline
858-974-2212

