

Payroll Unit



Payroll Does Not

- Make entries or corrections to a previous pay period
- Enter direct deposit information
- Change W4 information or give tax advice
- Update benefits, child support, or garnishments
- Make entries without an approved PR1, a deployment does not work
- Work holidays and weekends





Payroll Does

- Follow the policies outlined in the MOA, Compensation Ordinance and Business Rules
- Make entries or corrections to the current pay period
- Prepare and submit late entries to the Auditor's office for posting
- Verify and submit direct deposit to the Auditor's office for posting
- Help you understand how to read your paycheck
- Process verifications of employment and PSLF



Work Related Doctor's Visits

- Employee must currently be on the approved light duty list for a work-related injury
- 3 hours maximum release time
- Over 3 hours employee must use their own balances
- Entry must be made in Kronos using the RWC workrule
- No overtime is paid for doctor's visits



Extended Leave

- Enter time off in Kronos using regular leave balances
- Once MLU approves begin using FML or PDL pay codes
- If the approval backdates, Payroll will submit the corrections
- Track intermittent leave on spreadsheet provided by MLU
- If employee leaves or returns earlier than expected contact MLU and your Payroll rep





Payroll and IA

- Employee, Supervisor and Payroll receive a copy of the IA notice
- The notice will include the pay period in which it should be served
- If the pay period needs to be changed the supervisor must reach out to Payroll
- The supervisor will let Payroll know the exact date(s)
- Payroll will enter the time off using pay code MLW and comment '*Personal*'





Payroll and Employee Relations

- Sick leave must be tracked accurately
 - SLP/SPT = Sick Leave Personal
 - SLO/SLT = Sick Leave Other
- When no sick balances are available
 - Use the SLW pay code
 - Facility command can approve use of other available balances
 - Use 'in lieu of sick' comment if command approves
- Uncommon pay codes
 - MLW- used primarily by EE Relations, IA or MLU
 - AWOL- only when directed by EE Relations
 - ADT- only when directed by EE Relations
 - VTO- not to be used except by Payroll



- Always start with your Payroll Rep
- If you have a concern with your Payroll rep reach out to the Payroll DHRO
- No one except for Payroll should be in Kronos after 9am on Payroll close

- Want a hyperfind?
- Need one on one training?
- Have questions?

