



PAYROLL PROCEDURES

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I. POLICY

The Field Enforcement Division adheres to the following procedures regarding payroll procedures in accordance with Central Payroll Bureau's Payroll Procedures Manual

II. PROCEDURES

1. Bi-weekly Workday time entries will be submitted to the individual's immediate supervisors for review and approval by 12:00 pm the work day before the last day of the pay period.
2. Supervisors approve Workday time entries and submit them by 5:00 pm on the last day of the pay period, to the Office of Human Resources for processing.
3. Time sheets are processed by Workday in accordance with established procedures.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director