

STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

PAYROLL UNIT

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

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City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

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PERSONNEL RESOURCE MANAGEMENT SECTION

STANDARD OPERATING PROCEDURES

PAYROLL UNIT

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

STANDARD OPERATING PROCEDURES

PAYROLL UNIT

ENDORSEMENT SHEET

First Quarter Inspection	<u>Janeiro C 41947</u> Unit Commander	<u>1/25/18</u> Date
Second Quarter Inspection	<u>Janeiro C 41947</u> Unit Commander	<u>6/13/18</u> Date
Third Quarter Inspection	<u>Janeiro C 41947</u> Unit Commander	<u>9/10/18</u> Date
Fourth Quarter Inspection	<u>Janeiro C 41947</u> Unit Commander	<u>12/20/18</u> Date
Annual Inspection	<u>msj gith farr 1824</u> Section Commander	<u>12/21/18</u> Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

ENDORSEMENTS SHEET

First Quarter
Inspection:

Janey S

Unit/Commander

3/25/19

Date

Second Quarter
Inspection:

Janey S

Unit/Commander

5/19/19

Date

Third Quarter
Inspection:

Unit/Commander

Date

Fourth Quarter
Inspection:

Unit/Commander

Date

Annual
Inspection:

Section Commander

Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

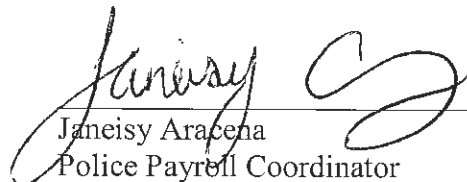
LETTER OF PROMULGATION

TO: ALL PERSONNEL, PAYROLL

This S.O.P. is established to provide guidelines for the operation and management of payroll, of the City of Miami Police Department.

Procedures incorporated into this S.O.P. are not meant to supersede but to supplement published Departmental Orders. Conflicts between documents will be arbitrated by the Section Commander.

Personnel assigned to Payroll are required to read and follow the procedures as set forth by this manual, Departmental Orders, and any pertinent directives. Conflicts between documents will be reported to the immediate supervisor.



Janeisy Aracena
Police Payroll Coordinator
Payroll Unit

3/25/19

Effective Date



PAYROLL

STANDARD OPERATING PROCEDURES

ORGANIZATIONAL CHART

PAYROLL UNIT

ORGANIZATIONAL CHART

POLICE PAYROLL
COORDINATOR

PAYROLL ASSISTANT

PAYROLL CLERK

PAYROLL CLERK

PAYROLL CLERK

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

MISSIONS, GOALS AND OBJECTIVES

I. MISSION

The mission of Payroll is to ensure that all payroll records in the Police Department are submitted, completed properly, and processed in conjunction with the time Clerks, Personnel and Finance Department Payroll.

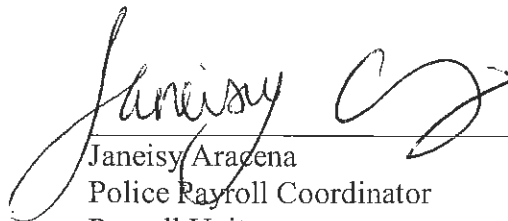
II. GOALS

To process Payroll in a timely and expeditious manner in all phases that are in accordance with Civil Service Rules, Contracts, and Departmental Orders.

To generate time balances, Earned and Used, Overtime Monies and ultimately payroll checks.

III. OBJECTIVES

Maintain a diversity of Payroll files, including year-to-date data of all payroll records.



Janeisy Aracena
Police Payroll Coordinator
Payroll Unit

3/25/19

Effective Date



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STANDARD OPERATING PROCEDURES

(Continuation)

Post, track and monitor all Police Payroll records.

Prepare, adjust and process all related payroll documents as required and necessary for the function of the Police Payroll System.

City of Miami



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City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

I. DUTY HOURS

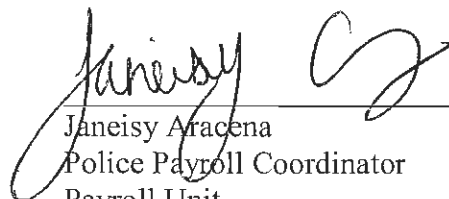
Duty hours are between the hours of 0700 to 1730 Monday through Friday.

II. FLEX TIME

The basic work schedule for civilian employees consisted of a forty (40) hour work week made up of five days per week. When using flex times the starting and ending hours of the day may vary. It is at the discretion of the section commanders to implement changes in work hours, based upon department needs and employee requests.

Listed below are the guidelines that have been established for the use of flex time:

1. In adopting flex work schedules, interruption of the City's normal hours 7:00 to 17:30 Monday through Friday must be avoided.
2. May be adopted for full-time employees covered by the AFSCME Labor Agreement, support staff and unclassified personnel.



 Janeisy Aracena
 Police Payroll Coordinator
 Payroll Unit

3/25/19

Effective Date



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STANDARD OPERATING PROCEDURES

(Continuation)

3. Rest periods may not be combined together or with lunch periods in establishing an employee's starting and ending time.

A minimum notice of six (6) calendar days is needed for the use of flex time, except where the nature of a particular situation requires an immediate but temporary change in work hours. The duration of flex time will be based on the needs of the employee and the department. However, the department reserves the right to deny or cancel the use of flex time.

III. SCHEDULE

All personnel assigned to the Payroll Unit shall work Monday through Friday with Saturdays and Sundays as days off, unless the needs of the unit dictate otherwise.

IV. OVERTIME

Overtime will be assigned as needed based on the impact of hours worked throughout the Police Department.

V. VACATION

Vacations for personnel assigned to the Payroll Unit will be projected on an annual basis during the month of January for each calendar year. Personnel will be expected to adhere as closely as possible to the projected schedule.

VI. DRESS CODE

Personnel assigned to Payroll are expected to dress appropriately for business office duty, adhering to the Police Department's Departmental Orders.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Police Payroll Coordinator

- A. Direct commander of the Payroll Unit.
- B. The Unit Commander will complete any task necessary to accomplish the mission of the unit.
- C. Prepare correspondence pertaining to payroll matters.
- D. It is the responsibility of this position to see that the payroll is completed as accurately as possible by Tuesday afternoon prior to payday. In order to accomplish this task, it is necessary for full participation and cooperation with other members.
- E. Recommend necessary changes in policies and procedures which would facilitate the attainment of goals and objectives.
- F. Ensure that payroll records are maintained on all employees in the Police Department.
- G. Collate attendance reports, including overtime, and make sure all are received and posted on all Departmental Employees on a biweekly basis.

Janeisy Aracena
Police Payroll Coordinator
Payroll Unit

3/25/19

Effective Date



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DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

H. Duties also include the following:

1. **Payroll Checks** – Ensure that they are received, separated, and distributed biweekly.
2. **Donation hours** –Request donation hours are to be verified by Police Payroll.
3. **FOP Time** – Verify and record use of FOP pool time.
4. **Disability and Light Duty** – Enter Disabled and/or Light Duty codes into payroll system for all affected employees according to the information provided by Police Health Services.
5. **FMLA-** Ensure employees using FMLA are carried correctly utilizing FMLA pay codes during the duration of the requested leave. Ensure balances are accurate and employee usage of time coincides with available time balances.
6. **Military Leave-** Ensure employees using military leave training do not exceed 240 hours allotted per calendar year. Verifies Military leave training request, ensure proper signatures (per Florida Statute 115.07).
7. **Reprimands, Commendations, Judgements, Etc.** – Upon receipt of an authorizing letter or memorandum, reflect any adjustment on a Change of Attendance Correction Form for entry into the Police Time Accounting System.
8. **Validate and transferred Oracle Batch-** Enter Payroll Elements in Oracle system (shift pay, overtime, HOA hours)
9. **Verify the missing Hours Report-** Verify, correct and return to Payroll at the MRC.
10. **Validate Overtime over 40 hours report** – Verify overtime entries for employees who show over 40 hours of overtime.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

8. Additional Responsibilities

- A. Receive Batch Updates for Police Department from Finance Department Payroll with changes and/or additions for each affected employee, also maintain a file on these items.
- B. Receive New Employee information introduce the timekeeping system enter pay rule, schedule and unit information.
- C. Entry into the Personnel file of interdepartmental transfers received from Staffing Detail.
- D. Enter dates and type codes of all retirements, dismissals, and resignation, etc. into the Personnel file.
- E. Check overtime analysis report and maintain on-line year-to-date file for such.

II. PAYROLL ASSISTANT:

- A. Validate the HOA Reports and the Military Leave hours.
- B. Process bi-weekly and yearly payroll related reports.
- C. Receive New Employee information introduce the timekeeping system enter pay rule, schedule and unit information.
- D. Prepare adjustments in reference to Clothing Allowance and Salary Incentive pay.
- E. Correct errors from the Kronos to Oracle interface process.
- F. Validate Over/Less 80 hours Report bi-weekly
- G. Verify and enter overtime slips in payroll systems.
- H. Validate the Payroll hour's vs Normal Analysis Report bi-weekly.

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DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

- I. Enter corrections according to Left Off Payroll in Oracle system.
 - J. In absence of police payroll coordinator act as commander of payroll unit.
1. **Payroll Attendance Reports**
 - A. Enter and verify all payroll documents (Attendance, Payroll Changes, City business, Jury Duty, Etc.)
 - B. Check validation report for biweekly payroll for incorrect entries.
 2. **Payroll Checks**
 - A. Separate checks by Units and deliver to designated receiver according to Distribution Sheet.
 - B. Maintain check pull list for Employees that have separated.
 3. **Additional Responsibilities**
 - A. Maintain Incentive Payroll. Keep track of all Courses taken and Education monies earned for Sworn Employees. This includes updates and posting monies on Incentive Records. Also balance and calculates incentive monies where applicable for State Standard and Training Program with Police Department printout.
 - B. Clothing Allowance – Receive and compile bi-weekly adjustments and submit to Finance Department Payroll for entry. After entries are made by Finance a report is produced in Police Payroll bi-weekly and is checked for discrepancies.
 - C. Work in conjunction with Finance Department Payroll to assist in keeping accurate records for Police Department.
 - D. Keep abreast of the Civil Service Rules, Administrative Orders, Employees Contracts, any and all material which any and all material which affects the Police Payroll.
 - E. Answer phone calls concerning Vacation, Ill, and Earned Time Balances. Assist Time Clerks in the proper manner of completing

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

Employee Attendance Reports, any/and all inquiries concerning payroll.

- F. Assist the Police Payroll Coordinator, in any task that will help achieve the mission of the Payroll Unit.

III. PAYROLL CLERKS:**2. Payroll Attendance Reports**

- A. Enter and verify all payroll documents (Attendance, Payroll Changes, City business, Jury Duty, Etc.)
- B. Check validation report for biweekly payroll for incorrect entries.

3. Payroll Checks

- C. Separate checks by Units and deliver to designated receiver according to Distribution Sheet.
- D. Maintain check pull list for Employees that are terminated.

3. Additional Responsibilities

- E. Assist with the information regarding balances for final Payout for separated (terminated, retired) employees.
- G. The knowledge of each payroll program is necessary for making changes to the appropriate file according to the messages given from the computer printouts.
- H. Work with Finance Department Payroll to assist in keeping accurate records for Police Department Time Accounting files.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- I. Keep abreast of the Civil Service Rules, Administrative Orders, Employees Contracts, any and all material which affects the Police Payroll.
 - J. Answer phone calls concerning Vacation, Ill, and Earned Time Balances. Assist Time Clerks in the proper manner of completing Employee Attendance Reports, any/and all inquires concerning payroll.
 - K. Receive and maintain all payroll records on File.
4. **Assist Payroll Commander when necessary with the following duties:**
- A. Receive Batch Updates for Police Department from Finance Department Payroll with changes and/or additions for each affected employee; also maintain a file on these items.
 - B. Entry into the Payroll file inter-departmental transfers received from Staffing Detail.
-
- A. Upon request, of Wage Verification of lost wages, research payroll/personnel data for State Attorney's Office, and verification of Income for Human Rehabilitative Services.
 - B. Assist the Commander, Payroll Supervisor, in any task that will help achieve the mission of the Payroll Unit.

City of Miami



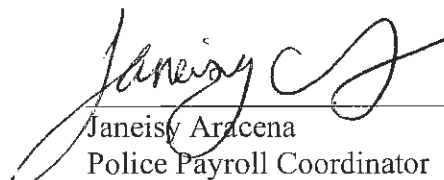
EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

POLICIES

- I. Payroll maintains all payroll records.
- II. Keep abreast and comply by these S.O.P's, Departmental Orders, Civil Service Rules and Regulation, Contract Agreements and all other approved or binding information relating to payroll.
- III. Work with Finance Department Payroll to assist in keeping and processing accurate Time for Police Payroll.
- IV. Assist all Time Clerks in the Police Department with the preparation of payroll attendance reports and supply any information pertaining to such. Ascertain that each employee is in compliance with all Orders and Agreements when completing payroll attendance reports.



Janeisy Aracena
Police Payroll Coordinator
Payroll Unit

10/3/19

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

1. Check for proper signatures, Time Clerk and Supervisor approval.
 2. Time Clerks only sign if they prepared the attendance report.
 3. Supervisors only sign the attendance report if they are the preparer, thus having the supervisor approval signature a rank above.
- B. Check the total hours worked and used by day, to ensure it sums to the total hours of the employees workday eight (8) or ten (10) hours depending the schedule. Work week must total to 40 hours for full time employees.
- C. Differential when applied for sworn must be four (4) hours or more, civilian must be more than four (4) hours. These hours are not part of regular time worked.
- D. Verification of special time used on Attendance:
1. **"C"** Time (travel out of town on city business).
 - A. Verify hours and dates used within actual pay period with travel request form authorized by the Chief of Police.
 2. **FOP** (paperwork is received from FOP Office or authorized to use from this time pool).
 3. **AL** (authorized leave, special training out of town).
 - A. Authorized leave is verified through the Department of Human Resources when applied.
 - B. Special training out of town requires a travel request form for verification.
 4. **Disability** (D, 2/3D, 80%) status due to an on-duty injury.
 - A. Verify document received from Health Services Unit detailing restrictions, type of disability, and the duration of disability status.
-

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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

5. **Jury Duty** Personnel serving on a jury during duty hours.
 - A. Check date (s) on summon that's attached to employee's attendance report.
 - B. Retain a copy for Police Payroll file.
6. **Death in Family** bereavement leave
 - A. Death in Family leave is to be posted by the employee's perspective time clerk and it will be applied in accordance to the Collective Bargaining contracts.
 - B. An approved copy of the bereavement leave from Labor Relations will be retained in the employee's Police Payroll file.
7. **Military Leave** – authorized leave reference military training and active duty.
 - A. Verify dates requested and approval of chain of command and civil service/ labor relations
 - B. Two hundred and forty (240) hours allotted per year for military leave training.

II. APPROVING OVERTIME SLIPS IN OVERTIME TRACKING SYSTEM:

- A. Select overtime slip for perspective units.
 - B. Verify E days and duty hours on the slip, compare to Kronos Timecard.
 - C. Verify total hours coincide with start and end time.
 - D. Verify appropriate supervisors have been selected.
 - E. Reject overtime slips if discrepancy is detected. Accept/Approve overtime if all information is correct.
-

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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- F. Verify all approved overtime is in the overtime tracking system spreadsheet before final upload. Verify all emails derived from approved overtime coincide with final spreadsheet.
- G. Entries can be made until 1200 Monday of pay week.
- H. All Regular overtime must be created using the Overtime Tracking System.
- I. A redline memo must be submitted to the Payroll Unit for overtime submitted 30 days after date worked. The memo must be addressed to the Major of the Personnel Resource Management Section. The memo should state the reason for the late submission.
- J. For court overtime check for legibility, obliterations and/or changes.
- K. Check for proper signatures, (Employee and Court Liaison Supervisor).
- L. Total hours are checked beginning with start and end time.
- M. Court overtime begins with subpoena time (see Departmental Orders 6, Chapter 1).
- N. Make sure the time requested is written in the proper column (comp or pay).
- O. The overtime slips that are incorrect must be returned either to the unit or Court Liaison for corrections.

III. PAYROLL ATTENDANCE CORRECTIONS:

- A. Changes to the current payroll that is being processed.
-

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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

The Employee's current pay period attendance will appear showing the payroll ending date, name, employee number and work schedule including days off.

1. Update regular time and days off, add time used with proper pay code.
 2. Updates can be made until 1200 Monday of pay week.
- B. Changes to the payroll once processed.

This procedure is done by submitting a Left Off Payroll (LOP)

1. Complete the LOP form, provide the employee number and name along with the dates to be corrected and the changes to be made.
2. The left portion of the LOP should reflect how the employee was carried, the right portion should reflect the changes to be made.
3. LOP must be signed by time clerk and supervisor or commanding officer.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

S.O.P. **1**

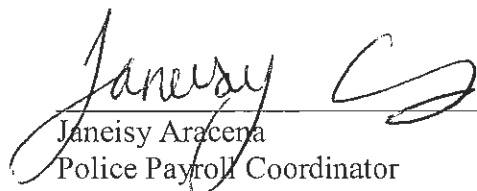
SUBJECT: **EMPLOYEE ATTENDANCE REPORT**

PURPOSE: To process time used and earned as reported by Time Clerks. The receipt of the Attendance Report from all units is in compliance with Departmental Order 6, Chapter 1.

SCOPE: Payroll has a submittal schedule for sections, units, details and squads. The Attendance reports are submitted with the signature of the time clerk and supervisor of that unit. Attendance Reports are due in Payroll by 9:00 A.M. on assigned days starting with Tuesday of the payroll ending week.

I. CHECKING ATTENDANCE REPORTS:

A. Supervisors and Time Clerks are not authorized to sign or approve their own attendance report according to Departmental Order 6 Chapter 1.



Janeisy Aracena
Police Payroll Coordinator
Payroll Unit

3/25/19

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

1. Check for proper signatures, Time Clerk and Supervisor approval.
 2. Time Clerks only sign if they prepared the attendance report.
 3. Supervisors only sign the attendance report if they are the preparer, thus having the supervisor approval signature a rank above.
- B. Check the total hours worked and used by day, to ensure it sums to the total hours of the employees work day eight (8) or ten (10) hours depending the schedule. Work week must total to 40 hours for full time employees.
- C. Differential when applied for sworn must be four (4) hours or more, civilian must be more than four (4) hours. These hours are not part of regular time worked.
- D. Verification of special time used on Attendance:
1. **"C"** Time (travel out of town on city business).
 - A. Verify hours and dates used within actual pay period with travel request form authorized by the Chief of Police.
 2. **FOP** (paper work is received from FOP Office or authorized to use from this time pool).
 3. **AL** (authorized leave, special training out of town).
 - A. Authorized leave is verified through the Department of Human Resources when applied.
 - B. Special training out of town requires a travel request form for verification.
 4. **Disability** (D, 2/3D, 80%) status due to an on duty injury.
 - A. Verify document received from Health Services Unit detailing restrictions, type of disability, and the duration of disability status.

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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

5. **Jury Duty** Personnel serving on a jury during duty hours.
 - A. Check date (s) on summon that's attached to employee's attendance report.
 - B. Retain a copy for Police Payroll file.
6. **Death in Family** bereavement leave
 - A. Upon verification of the request, supporting documentation and approval of chain of command, Death in Family leave is to be posted by the Payroll or Staffing Unit only. Forty consecutive hours of Death in Family is allotted per death.
 - B. Retain a copy of approved bereavement leave from Labor Relations for Police Payroll file.
7. **Military Leave** – authorized leave reference military training and active duty.
 - A. Verify dates requested and approval of chain of command and civil service/ labor relations
 - B. Two hundred and forty (240) hours allotted per year for military leave training.

II. CHECKING OVERTIME SLIPS ATTACHED TO ATTENDANCE REPORT:

- A. Compare the name on the Overtime Slip with the name on the Attendance Report
- B. Check for legibility, obliterations and/or changes.
- C. Check for proper signatures, (Employee, Employee's Commanding Officer, and/or Court Liaison Supervisor), for Court Overtime. If Regular Overtime, immediate Supervisor's approval and Employee's signature.
- D. Total hours are checked beginning with start and stop time.

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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- E. Court overtime begins with subpoena time (see Departmental Orders 6, Chapter 1).
- F. Special overtime are checked, type of overtime and the charge number assignment.
- G. Make sure the time requested is written in the proper column (comp or pay).
- H. The overtime slips that are incorrect must be returned either to the unit or Court Liaison for corrections.
- I. All Regular overtime must be created using the Overtime Tracking System.
- J. Overtime submitted 30 days after date worked must be attached to a redline memo addressed to the Major of the Personnel Resource Management Section. The memo should state the reason for the late submission.

III. PAYROLL ATTENDANCE CORRECTIONS:

- A. Changes to the current payroll that is being processed.

The Employee's Current period Attendance will appear showing the payroll ending date, name, employee number and work schedule including days off.

- 1. Update regular time and days off, add time used with proper pay code.
 - 2. Updates can be made until 1200 Monday of pay week.
- B. Overtime-Current, Regular and other.
 - 1. Enter overtime/assignment code and amount of hours indicated on the overtime slip by date.
 - 2. Entries can be made until 1200 Monday of pay week.

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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

C. Changes to the payroll once processed.

This procedure is done by submitting a Left Off Payroll (LOP)

1. Complete the LOP form, provide the employee number and name along with the dates to be corrected and the changes to be made.
2. The left portion of the LOP should reflect how the employee was carried, the right portion should reflect the changes to be made.
3. LOP must be signed by time clerk and supervisor or commanding officer.

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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

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- B. Check the total hours worked and used by day, to ensure it sums to the total hours of the employees work day eight (8) or ten (10) hours depending the schedule. Work week must total to 40 hours for full time employees.
- C. Differential when applied for sworn must be four (4) hours or more, civilian must be more than four (4) hours. These hours are not part of regular time worked.
- D. Verification of special time used on Attendance:
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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

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 - A. Upon verification of the request, supporting documentation and approval of chain of command, Death in Family leave is to be posted by the Payroll or Staffing Unit only. Forty consecutive hours of Death in Family is allotted per death.
 - B. Retain a copy of approved bereavement leave from Labor Relations for Police Payroll file.
7. **Military Leave** – authorized leave reference military training and active duty.
 - A. Verify dates requested and approval of chain of command and civil service/ labor relations
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- C. Check for proper signatures, (Employee, Employee's Commanding Officer, and/or Court Liaison Supervisor), for Court Overtime. If Regular Overtime, immediate Supervisor's approval and Employee's signature.
- D. Total hours are checked beginning with start and stop time.

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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- E. Court overtime begins with subpoena time (see Departmental Orders 6, Chapter 1).
- F. Special overtime are checked, type of overtime and the charge number assignment.
- G. Make sure the time requested is written in the proper column (comp or pay).
- H. The overtime slips that are incorrect must be returned either to the unit or Court Liaison for corrections.
- I. All Regular overtime must be created using the Overtime Tracking System.
- J. Overtime submitted 30 days after date worked must be attached to a redline memo addressed to the Major of the Personnel Resource Management Section. The memo should state the reason for the late submission.

III. PAYROLL ATTENDANCE CORRECTIONS:

- A. Changes to the current payroll that is being processed.

The Employee's Current period Attendance will appear showing the payroll ending date, name, employee number and work schedule including days off.

- 1. Update regular time and days off, add time used with proper pay code.
 - 2. Updates can be made until 1200 Monday of pay week.
- B. Overtime-Current, Regular and other.
 - 1. Enter overtime/assignment code and amount of hours indicated on the overtime slip by date.
 - 2. Entries can be made until 1200 Monday of pay week.

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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

C. Changes to the payroll once processed.

This procedure is done by submitting a Left Off Payroll (LOP)

1. Complete the LOP form, provide the employee number and name along with the dates to be corrected and the changes to be made.
2. The left portion of the LOP should reflect how the employee was carried, the right portion should reflect the changes to be made.
3. LOP must be signed by time clerk and supervisor or commanding officer.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

S.O.P. 2

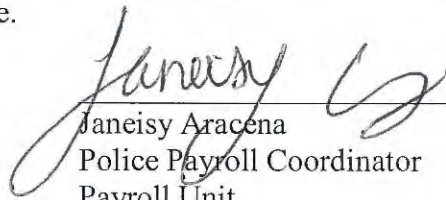
SUBJECT: **VERIFICATION OF PAYROLL ATTENDANCE AND OVERTIME REPORTS:**

PURPOSE: To ensure that all entries of the attendance reports, including overtime, are accurate.

SCOPE: The verification of all entries into the Payroll Time Keeping system provides a more accurate and complete payroll. All data entered must be clarified and corrected in a timely matter for processing of payroll checks on Monday following the pay period ending date.

I. VERIFICATION OF MISSING ATTENDANCE REPORTS:

- A. Reports are completed daily to ensure accurate employee time attendance. Report indicates employees who display missing attendance reports as well as timecards displaying over or less than 80 hours for the pay period. If any reports are missing or require correction the time clerk for the unit is immediately notified of the necessary correction to be made.



 Janeisy Aracena
 Police Payroll Coordinator
 Payroll Unit

3/25/19

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City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

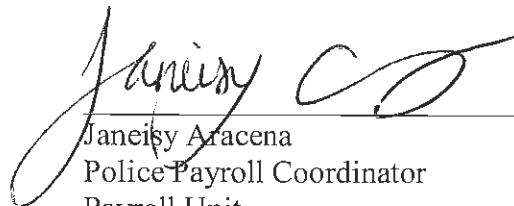
S.O.P. 3

SUBJECT: VACATION

PURPOSE: To comply with Civil Service Rules, Administrative Policy 2-87 Vacation Usage/Carryover/Payoff and FOP and AFSCME Contracts.

SCOPE: Vacation time usage, carry over and payoff rules are established through the Civil Service Rules, Administrative Policies and collective bargaining contracts.

- A. Vacation leave is accrued monthly, hours accrued are based on years of service and stipulated in the collective bargaining contracts.
- B. Vacation shall only be taken after the completion of six months of actual continuous service.
- C. Vacation Leave must be requested twenty four hours in advance of use and shall be taken in increments of not less than one hour.
- D. Vacation carry over and payoff are established in the collective bargaining contracts and the Administrative Policy 2-87 Vacation Usage /Carryover /Payoff.



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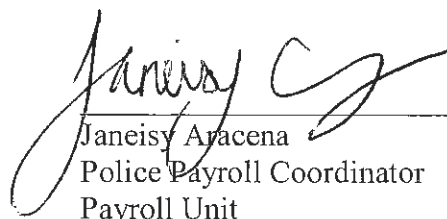
S.O.P. 4

SUBJECT: SICK LEAVE

PURPOSE: To comply with Civil Service Rules, Administrative Policy 3-91 Sick Leave and FOP and AFSCME Contracts. .

SCOPE: Sick leave usage, carry over and payoff rules are established through the Civil Service Rules, Administrative Policies and collective bargaining contracts.

- A. Sick leave is accrued monthly, employees may accrue eight hours of sick leave per month provided that the employee is in pay status at least one hundred twenty hours per month to be used in not less than one hour increments.
- B. Sick leave with pay is granted after employee's first ninety working days.
- C. FOP bargaining members are allowed to use up to eighty hours of illness in family per calendar year.
- D. Sick leave carry over and payoff rules are established in the Administrative Policy 3-91 Sick Leave and the collective bargaining contracts.



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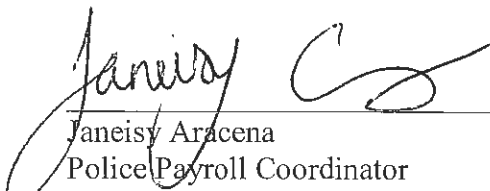
STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: **SALARY INCENTIVE PROGRAM**

PURPOSE: The program is intended to expose law enforcement officers at the state, local and county level to new concepts of the criminal justice system through education and training. Further, it is the intent of the program to provide incentive to sworn personnel for continuing professional development. Also, provide guidelines for the preparation and maintenance of the Salary Incentive Program.

SCOPE: When an Officer satisfactorily completes a State Certified Course, a state certificate (from the Division of Standards and Training) is received in Payroll, via the Training Unit. Incentive information is on a form titled The Commission on Criminal Justice Standards and Training, or a certificate from the institution where the course was taken. All salary incentive profiles must be received in Payroll, due to the fact that the processing of monies for incentive is a biweekly function.



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STANDARD OPERATING PROCEDURES: S.O.P. 5
(Continuation)

I. INCENTIVE PROFILE

- A. Upon receipt of a state certificate, or institutional proof of completion of a state certified course, and/or educational salary eligibility proof, an incentive profile is submitted to payroll by the Training unit and an incentive file is then created in excel with basic information. Information must include the following:

II. CAREER COURSES

- A. Check hours completed to ensure if forty (40) hour or an eighty (80) hour course was taken. If it is an eighty (80) hour course, twenty (\$20) dollars is credited. When only forty (40) hours, the officer must take another forty (40) hour course to complete an eighty (80) hour unit before twenty (\$20) dollars is earned.
1. Monies are credited the following month after two forty (40) hour courses or an eighty (80) hour course is completed.
 2. The maximum monies earned in this category must not exceed one hundred twenty (\$120) dollars per month.

III. EDUCATION

- A. Upon receipt of the Educational Salary Incentive Eligibility proof from the Training Unit, stating that an officer is eligible for education, thirty (\$30) dollars for associate or equivalency, or eighty (\$80) dollars for a bachelor or higher degree. This information must be posted on the incentive card.
1. Check for eligibility date. Use this date to credit the appropriate amount.
 2. Officers holding a letter of approval from a Division recognizing an approved Associate of Arts, or Associate of Science degree, or an Equivalency (60 hours) shall receive thirty (\$30) dollars per month.
 3. Officers holding a letter of approval from a Division recognizing an approved Bachelor of Arts, Bachelor of Science degree,

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STANDARD OPERATING PROCEDURES: S.O.P. 5
(Continuation)

Master of Arts, Master of Science, Doctor of Philosophy, Juris Doctor, Doctor of Medicine or an Equivalency (120 hours or more) shall receive thirty (\$80) dollars per month.

4. Maximum payment in this category shall not exceed eight (\$80) dollars per month.
5. Should an officer's total incentive monies exceed one hundred thirty (\$130) dollars per month, any excess amount will be deducted from the education.

IV. PREPARATION FOR COMPUTER ENTRY

- A. A payroll adjustment is used for each transaction. Upon receipt of an incentive profile displaying eight (80) hours, or a forty (40) hour course (equaling one unit of 80 hours), calculate and record this information for addition or update to the officer's incentive file in the computer. For education follow the same procedure as above.

V. EXCEPTION

- A. When an officer is suspended or without pay for the 80 hours, the salary incentive monies must be suspended for the pay period based on the amount of time without pay.

VI. RETROACTIVE PAYMENT

- A. When an incentive profile is received completing an eighty (80) hour unit with a prior date, begin with the following pay period to determine retroactive payment, prorate days if not eligible for payment for a complete pay period.
- B. On education, the Criminal Justice Standards and Training Commission establishes an eligibility date. This date should be used to determine retro.

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STANDARD OPERATING PROCEDURES: S.O.P. 5
(Continuation)

VII. INCENTIVE ANNUAL REPORT

- A. A report is prepared by the Criminal Justice Standards and Training Commission, and forwarded to payroll in the Police Department. The original copy must be adjusted within the time specified, adjustments are made according to the profile provided by Training Unit. The adjustments are made by using the State Salary Incentive Report produced by payroll.
1. Amount of compensation employee is entitled to must be compared to employee's statement of earnings, if a discrepancy is detected, verify the Incentive profile for course completion dates and the payroll adjustments made. If a correction is necessary the adjustments are submitted to finance to compensate employee accurately.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

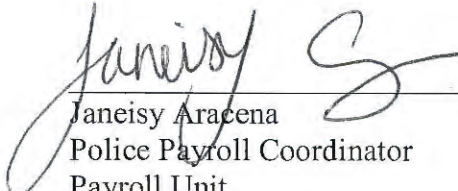
S.O.P. 6

SUBJECT: **PAYROLL CHECKS**

PURPOSE: To compensate employee for work performed.

SCOPE: Payroll checks for Police Department Personnel are received in Police Payroll, and must be sorted and distributed by five (5:00 PM) on Paydays following the completion of payroll.

- I. Payroll maintains check-pull lists for employees requesting that their payroll checks be reserved or mailed by Payroll for any particular reason i.e. illness, vacation, termination, resignation, etc.
 - A. Payroll checks are sorted by location number.
 - B. When payroll checks are distributed to the units the designated receiving person's signature is required for receipt of the checks. All literature received with the payroll checks will be distributed to the Units along with the checks.
 - C. The distribution sheets are filed by pay period in the Payroll file cabinet.



 Janeisy Aracena
 Police Payroll Coordinator
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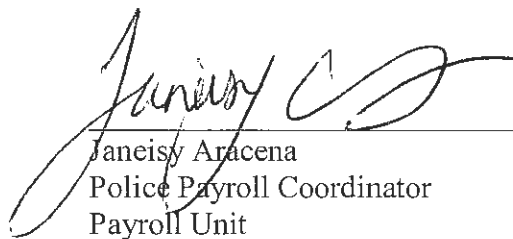
S.O.P. 7

SUBJECT: WAGE AND SALARY VERIFICATION

PURPOSE: To ensure wages and deductions for police recruits are accurate.

SCOPE: Payroll verifies deductions and wages for new employees assigned to the training unit.

1. Wages are verified upon receipt of employee number.
2. Exempt Status in Social Security contribution is verified.



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STANDARD OPERATING PROCEDURES

S.O.P. **8**

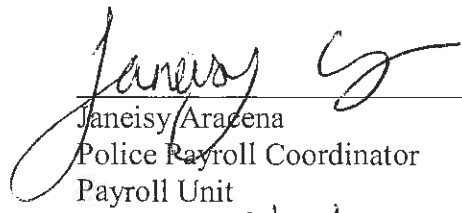
SUBJECT: **PAY OFF/ PAYOUT**

PURPOSE: To ensure employee compensation for remaining time balances comply with Civil Service Rules in regards to Vacation, and unused Sick Leave, collective bargaining agreements AFSCME and FOP 20 and Administrative Policies in regards to Vacation and Sick Leave.

SCOPE: This function is performed upon notification from the Personnel Unit indicating employee separating, the type of separation and date of separation.

I. CHECKING PAYROL HISTORY

- A. Last day worked must be verified through payroll history or employees attendance report.
- B. If the employee is retiring and is a sworn employee a transfer election form must be completed and submitted to the finance department.
- C. Upon separation employees are advised of time balances and employee contact information is gathered to advise employee of pay out check availability.
- D. Final Payout calculations are made in the Finance department.



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S.O.P. 9

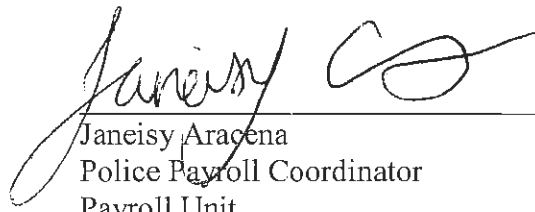
SUBJECT: **NEW EMPLOYEE**

PURPOSE: This function is necessary for the addition of new hires to the payroll time keeping system.

SCOPE: Upon receipt of a new employee information including name, position and employee number, Payroll introduces the employee into the timekeeping system.

I. PROCESSING THROUGH THE TIME ACCOUNTING SYSTEM:

- A. New hires within the Police Department are added to the timekeeping system upon receipt of their employee number.
 - 1. Employee is introduced using the appropriate pay rules, pay obligations, and schedules covered by the collective bargaining agreements of the AFSCME and FOP 20 contract as well as the Fair Labor Standards Act.
 - 2. The employee is then assigned to the appropriate unit and time clerk.
 - 3. Employee's check location is then entered in the Oracle system.



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STANDARD OPERATING PROCEDURES

S.O.P. 10

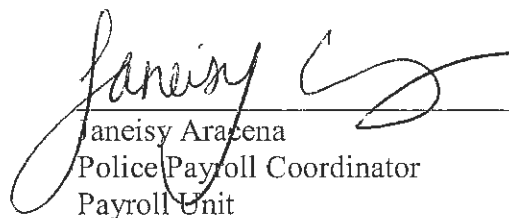
SUBJECT: CLOTHING ALLOWANCE

PURPOSE: To compensate Sworn Personnel assigned to investigative units who do not receive an annual issuance of uniforms in accordance with the FOP Contract.

SCOPE: Receive source documents from all units where there are sworn personnel assigned that receive clothing allowance.

I. CLOTHING ALLOWANCE MONIES:

- A. The clothing allowance is based on \$1,300.00 per year, \$50.00 per pay period, or prorated at \$3.57 per day.
- B. Bi-weekly payroll report is completed to ensure employees receiving clothing allowance remain eligible.


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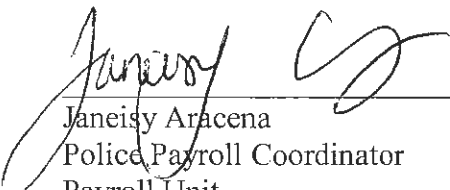
STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: SUPPLEMENTAL PAY

PURPOSE: To compensate all eligible Civilian and Sworn Personnel including Sworn Staff Members with supplemental pay per the established guidelines of the AFSCME and FOP Contract and City Manager.

SCOPE: Supplemental pay items are bi-weekly payments for all active and eligible civilian and Sworn Personnel/Sworn Staff Members. The plus items for Sworn personnel are established by the FOP contract and include S.W.A.T., Neighborhood Resource Officer, Bomb Squad , Complaint Sergeant, Sr. Uniform Patrol Officer or Sergeant, Officer or Sergeant "Investigators" ,Certified Underwater Recovery Specialist Diver , Field Training Officer, Drug Recognition Expert (DRE), Pilot, Motorcycle assignment , Crime Prevention Pay, Crisis Intervention Teams, Certified Instructor (CJIS). The plus items for Civilian personnel are established by the AFSCME contract and include Quality Assurance Proficiency, Communication Operator Training and Crime Scene Investigator certificate.



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STANDARD OPERATING PROCEDURES: S.O.P. 11

(Continuation)

I. PROCESSING PROCEDURE:

- A. Activation and deactivation of the plus items are processed by the Personnel Unit.
- B. Communicator operator pay is processed in the payroll unit upon receipt of a memorandum from the commander of the Communications Section advising of the employees eligible for the plus item and the pay periods they are to receive the plus item.

II. VERIFICATION OF PLUS ITEM ELIGIBILITY

- A) Quarterly Audits are conducted to ensure employees receiving supplemental pay remain eligible.
- B) Upon validation if a discrepancy is detected Personnel Unit is advised and makes the necessary adjustments.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAYROLL

STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: REIMBURSEMENT MONIES

PURPOSE: To provide information regarding compensation of overtime to the Budget Unit that is responsible of overseeing the reimbursement of monies for the Special Events and Grants.

SCOPE: This information is used to reimbursement for the Police Department monies that were spent on Special Events and Grants.

I. REIMBURSEMENT PROCEDURES:

- A. A photo copy of the Overtime slips are provided to the liaison of the Budget unit upon request.
- B. If a discrepancy is found in regards to overtime code usage or an overpayment the necessary corrections are made in accordance to the Administrative Policy 2-11 Overpayment and correction procedures and submitted to the finance department.
- C. Upon request overtime reports are completed to determine dollar amount spent using specific codes for special events and grants.

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Police Payroll Coordinator
Payroll Unit

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STANDARD OPERATING PROCEDURES

S.O.P. 13

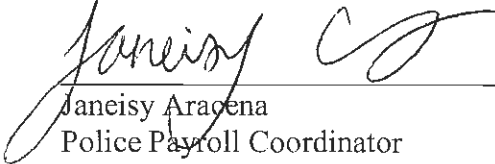
SUBJECT: EMERGENCY MOBILIZATION/HURRICANE PREPAREDNESS

PURPOSE: To provide guidelines concerning the duties and responsibilities of the Personnel Unit in the event of a state of emergency within the City of Miami.

SCOPE: In the event of any situation in the City of Miami which results in a threat to the general safety of the public, which necessitates the implementation of the emergency Mobilization Plan, the Personnel Unit shall be mobilized under the following guidelines:

1. If the situation arises during the business day, employees of the Payroll Unit will report to the Unit office and await their assignments. Should the emergency occur during off duty hours, the Commander will contact the pre-designated supervisor who will then notify unit personnel.

Each member shall be responsible for retaining a copy of the Emergency Mobilization List at all times.



 Janeisy Aracena
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STANDARD OPERATING PROCEDURES: S.O.P. 13
(Continuation)

2. HURRICANE PROCEDURES

In the event that the Department enters into hurricane preparations, the following steps shall be taken in addition to those specified above. These steps shall be taken when it appears that a hurricane is approaching and likely to hit as notified through the Chain of Command.

- A. Electrical equipment (Computers, monitors etc.) shall be moved away from the windows as much as possible.
- B. All file cabinets shall be locked.
- C. Small items shall be removed from desk tops and secured.
- D. The unit Commander will brief Detail Supervisors on any special assignments for personnel.
- E. Once the employees have been directed to go home, they should try to monitor storm conditions and precautions as provided via the media. When the threat has passed, employees shall contact the Manpower Desk Commander for instructions as to when personnel are to return.