



# Scarborough Fire Department

B. Michael Thurlow, Fire Chief

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## GENERAL ORDER

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TO: FULL TIME & PER-DIEM PERSONNEL      ORDER #: 15-004      DATE ISSUED: 07/11/2014  
SUBJECT: PAYROLL ENTRY POLICY      DATE RECINDED:

PER ORDER OF: *B. Michael Thurlow*, Fire Chief

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The weekly accurate and timely recording of time and attendance for payroll purposes by personnel is necessary to ensure both the employee is compensated correctly and the correct payroll codes are used for accurate payroll processing.

The following outlines the process that must be followed by Full-Time employees when recording time and attendance:

- The pay week is defined as the period of Sunday through Saturday of each week.
- The time and attendance entry will be recorded by each employee via the department's software program IMC.
- Each employee must assure their time and attendance for all time worked the prior pay week is entered accurately and completely by 0800 hrs. each Sunday. This includes regular, vacation, sick, FMLA, bereavement, OT coverage, training and any swap hours.
- Vacation and swap hours should be entered into IMC prior to taking the time off.
- Swap hours must be recorded as either swap-off or swap-on.
- If an employee is out of work on sick, bereavement or FMLA and does not return prior to 0800 hrs. on Sunday, the duty officer is responsible to complete their time and attendance record.
- Any time recorded other than regular hours must have an accompanying note in the Comment section as to the nature of the time. For example, "OT to cover another person's vacation shift for 12 hrs." or "OT to attend ACLS training off duty".

Per-diem employees are required to accurately enter their time and attendance before leaving each and every shift they work.

The following procedure will be followed if an employee fails to properly record their time and attendance:

- A Recognition Form will document the 1<sup>st</sup> instance to re-educate the employee with the process.
- If an employee records their time incorrectly within 6 months or less of the Recognition Form being issued, the progressive disciplinary process will be followed.