



POLICY MANUAL
Personnel – Miscellaneous
Payroll Information Sheet
Revised: 06-29-07

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Book Chapter Subject

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1.0 Purpose: Establish Procedures For Completing Payroll Information Sheet.

1.01 Scope: All Fire Department Personnel.

1.02 **PROCEDURES**

1. The yellow Payroll Information Sheet (see next page) shall be completed on a daily basis by the individual employee.
2. In the event an employee is not able to fill out the sheet (e.g., sick leave, out of normal station assignment, etc.), all the necessary information shall be forwarded to the Captain where that individual is normally assigned, or their replacement. That Captain will then enter the information as needed.
3. If the employee is scheduled for time off when the pay period ends, he/she should enter any time-off information in advance of the end of the pay period and any subsequent pay periods so affected.
4. All AWR's during the pay period must be noted on this form. It will provide a record of these actions.
5. The "Remarks" section is for any appropriate clarification. Any time off taken while working an AWR shall be explained here.
6. Any time off taken while working an AWR shall be recorded on your next regularly scheduled shift.
7. Supervisors are to review their personnel's time sheets and then sign.
8. The computer generated daily staffing sheet for each shift will be the "official record" for payroll accountability. It is up to each individual employee to report changes to his/her Company Officer, who will update the staffing sheet and notify the shift Captain at Fire Station 4 of changes made. All entries and notification must be made by 0700 hours on the morning the shift is ending.

[Payroll Information Sheet](#)