



CITY OF SAINT PAUL
POLICIES AND PROCEDURES

POLICY TITLE:	Pay Period, Timesheets, Timecard, Time Clocks, and Payroll Checks
POLICY NUMBER:	03.03
VERSION:	3.0
REVISED DATE:	October 12, 2020
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A. OVERVIEW

1. **Description and Purpose** - The following policy describes the pay period, timesheets, timecards, and time clocks used by the City of Saint Paul (City).
2. **Applicability** – This policy applies to all employees of the City.
3. **Failure to Comply** – Failure to comply with this policy may result in disciplinary action in accordance with any and all disciplinary policies of the City.

B. POLICY AND PROCEDURE

1. Pay Period

- a. City employees will be paid on a biweekly basis.
- b. The pay period will end at 12:00 midnight every other Sunday.
- c. Paychecks or direct deposit to employees will be issued within five (5) working days after the end of each pay period.

2. Timesheets and Timecards

- a. All City employees, regardless of the employee’s status are required to submit a timesheet.
- b. The employee’s immediate supervisor and the employee must sign and submit the timesheet and timecard by 12:00 noon on the day following the end of the pay period, unless that day is a holiday, then the timesheet and timecard must be signed and submitted by noon the following day.

Deleted: <#>A timecard in conjunction with a time clock shall be used by all non-exempt employees of the City.¶

3. Time Clocks

- a. Time clocks will be used by all non-exempt employees of the City.
- b. If an exempt employee chooses to take compensatory leave or pay, that employee will be required to use a time clock.
- c. In no event, shall an employee punch in or out for another employee. If this event occurs, both employees shall be subject to disciplinary action in accordance with City personnel policy.
- d. Failure of an employee to punch in or out will result in no credit for that period unless approved and initialed by the employee’s immediate supervisor in writing on the timecard.

4. Payroll Checks

- a. The City will issue payroll checks to employees on a bi-weekly basis.
- b. Employees whose payroll checks that are not set up as direct deposit (i.e. Receiving a paper check) can pick up their check at the City Cashier's Office.
- c. Any remaining checks not picked up shall be placed in U.S. mail the next business day.
- d. The payroll checks will be available at 12:00 p.m. on each scheduled pay date.
- e. Payroll checks should not be cashed during the employee's scheduled work shift.

C. FORM(S)

- 1. None.

D. REFERENCE(S)

- 1. None.

E. DEFINITION(S)

- 1. None.

F. POLICY HISTORY

- 1. This policy replaces Section 11.04.08 in the City Code of Ordinances (CCO).
- 2. [This policy replaces City Personnel Policy 03.03 - Pay Period, Timesheets, Timecard, Time Clocks, and Payroll Checks Version 2.0.](#)

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