



Policy 1801

Subject EMPLOYEE TIME AND ATTENDANCE REPORT	
Date Published 25 October 2017	Page 1 of 4

By Order of the Police Commissioner

POLICY

Payment of Salaries. The duty status of every Baltimore Police Department (BPD) employee must be recorded and reported in accordance with policies and procedures approved by the Board of Estimates in order to support the payment of individual salaries and benefits.

DEFINITIONS

Electronic Time and Attendance (e-Time) — The City web-based application for the official recording of time and attendance.

Timekeeper — The employee responsible for the daily markings in Electronic Time and Attendance (e-Time) and for maintaining all related supporting payroll documents.

Payroll Approver — The employee assigned by the District/Unit Commanding Officer to certify the correctness of bi-weekly markings and overtime entries in Electronic Time and Attendance (e-Time). Along with Timekeepers, the Payroll Approver shall be aware of BPD and City policies on payroll and related topics.

GENERAL

1. The Time and Attendance Report is a tool used by the City of Baltimore to record time worked by employees. The Employee Time and Attendance Report is used by management, Timekeepers, and Payroll Approvers.
2. All employees of the BPD are paid based on a 14-day pay period, which begins on Sunday and ends on Saturday.
3. Overtime and compensatory time are paid according to the guidelines set forth in the Memoranda of Understanding for each bargaining unit and/or the City of Baltimore Administrative Manual.
4. The Director, Fiscal Services, is the authorized representative for the BPD in payroll matters and shall serve as the point of contact for all internal and external payroll inquiries. This includes the exercise of overall staff coordination, and preparation and distribution of bi-weekly Time and Attendance Reports.

Markings in Time and Attendance**District/Unit Commanders**

1. Designate a primary and secondary Time Keeper, and a primary and secondary Payroll Approver.
2. Submit the names of the Time Keepers and Payroll Approvers in writing to the Director, Fiscal Services.
3. Ensure newly assigned Timekeepers and Payroll Approvers receive training in the proper procedures for generating and approving the bi-weekly Time and Attendance Report provided by Fiscal Services.

Timekeepers

1. Ensure every employee has adequate markings per pay period consisting of in-and-out punches or pay codes.

NOTE: Pay codes are utilized to record leave in place of an in-and-out punch (See Appendix A, Pay Codes for BPD).

2. Ensure all markings in Time and Attendance are completed with accuracy.
3. Request the Payroll Approver certify payroll upon completion.

Payroll Approver

1. Review the "Pay Period Closed" and "Reconciled Time Card" (for overtime) for the number of hours worked per employee.
2. Review all hours entered into e-Time to ensure accuracy of time worked.

Agency Payroll Managers

1. Review the Time and Attendance Report after the Payroll Approver.
2. Check for accuracy and discrepancies. If discrepancies arise, immediately notify the appropriate Unit/Section/Division/District to resolve the issue.
3. Grant final sign-off/approval.

Director, Fiscal Services

1. Conduct training sessions in the preparation and marking of Time and Attendance Reports on a quarterly basis or as needed, or upon request by a specific unit.
2. Conduct random audits of the Time and Attendance Report to ensure that entries reflecting attendance, authorized leave, etc., are recorded properly and consistently.

Absent Without Leave (AWOL)**Supervisors**

Whenever an employee of the BPD is absent without leave (AWOL), ensure that the following two things occur:

1. The employee's Time and Attendance entry is recorded as LWOP — Personal Unscheduled (X for an unexcused absence) for the day they are AWOL; and
2. The employee shall be placed in BlueTeam for subsequent disciplinary action for being AWOL.

NOTE: Neither the recording of LWOP — Personal Unscheduled (X) nor LWOP — Personal Scheduled (XP) notations, standing alone, are disciplinary actions. The LWOP — Personal Unscheduled (X) and LWOP — Personal Scheduled (XP) markings are administrative codes for Time and Attendance recordings used to process payroll.

A LWOP — Personal Unscheduled (X) marking denotes that the employee is absent without approved leave (unexcused), and the employee will not be paid for the day they are absent. Because they are absent without approved leave (unexcused), they are in violation of BPD Policy and will face disciplinary action.

APPENDICES

- A. Pay Codes for BPD

ASSOCIATED POLICIES

General Order R-2, *Overtime Pay*
General Order R-10, *Out-of-Title Compensation*

RESCISSION

Remove and destroy/recycle General Order R-1, *Employee Payroll Attendance Report*, dated 8 May 1988, and amendments dated 28 February 1991 and 6 May 1993.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A**Pay Codes for BPD**

PAY CODES FOR BPD					
1	Comp Lv on E Day	18	Meal Allowance	35	Police Extra Day
2	Comp Lv Used	19	Medical Incentive PD	36	Police FTO- Fld Training Officer
3	Comp Time Earned @ 1.5	20	Military – Comp Lv Used	37	Police Lieutenant Out-of-Title
4	Comp Time Earned @ Straight	21	Military Paid Training	38	Police Major Out-of-Title
5	FMLA LWOP Scheduled	22	Military Unpaid Lv	39	Police Reg Scheduled Day Off
6	FMLA LWOP Unscheduled	23	No Pay Pending Termination	40	Police Secondary OT
7	FMLA Sick Scheduled	24	Overtime @ 1.5	41	Police Sergeant Out-of-Title
8	FMLA Sick Unscheduled	25	Perm Bereavement	42	Regular
9	FMLA Vacation Scheduled	26	Perm Cancer Screening	43	Shift Diff
10	FMLA Vacation Unscheduled	27	Perm Jury Duty	44	Shift Diff OT
11	In Lieu of Holiday	28	Perm Military Duty	45	Sick Bank
12	Legacy Vacation	29	Perm Police Article 27	46	Sick Donated
13	LWOP Personal Scheduled	30	Perm Training or Conference	47	Sick LV
14	LWOP Personal Unscheduled	31	Police Additional Hours	48	Vacation Current
15	LWOP Sick Scheduled	32	Police Captain Out-of-Title	49	Vacation Day on E Day
16	LWOP Sick Unscheduled	33	Police Chief Out-of-Title		
17	LWOP Suspended	34	Police Court		