

	Greenville, SC Police Department GENERAL ORDER		
	Subject Employee Time Sheets	Number 143A10	Type Administrative
Effective Date 7/25/2025	Amends/ Rescinds 143A9	Pages 1 of 6	Re-evaluation Annual-April
References CALEA N/A			Notes Updated Code 13 name, updated Code 40 definition and added Code 41.

1.0 POLICY

Guidelines for completing and processing time sheets are provided for all employees.

2.0 RESPONSIBILITIES

2.1 Employee:

- 2.1.1 Access the Executime software and complete the time sheet filling all information.
- 2.1.2 Submits time sheet for supervisor approval according to departmental deadline. When a holiday is coming the week of payroll data entry or the week after, the day due may change with notice.
- 2.1.3 All employees are responsible for ensuring that their timecards accurately document actual time worked.
 - 2.1.3.1 Non-exempt employees are required to work their normal duty hours or arrange with their supervisor to alter their schedule. Notice of schedule variances must be coordinated with the employee's respective supervisor, or first available supervisor, a minimum of 30 minutes prior to an employee's regular work time. This includes sick leave, late arrivals to work, or unplanned absences.
 - 2.1.3.2 Non-exempt employees must either use allocated leave time or arrange to make up time for time taken off their normal work schedule. This includes, but is not limited to, instances when employees work off-duty assignments, attend or teach college classes, leave for unscheduled leave

time or in any other situation when leaving their normal assignment.

2.1.3.3 Employees who are logged into the CAD system must notify Communications when they leave work during their normal working hours outside of normal activities such as breaks or job-related activities.

2.1.3.4 When employees who are logged into the CAD system leave work and are not being compensated by the City of Greenville, they must notify Communications by either radio or telephone that they are “10-7” off duty.

2.2 Supervisor:

2.2.1 Review the time sheets submitted for correct reporting of time, ensure that hours worked are accurate, and employee has approved their time sheet.

2.2.2 Complete time sheets for employees who are absent.

2.2.3 Time sheets must be electronically completed and approved by both employee and supervisor no later than midnight Saturday night after the pay period has ended.

2.2.4 In the event an employee does not complete the full workweek, but the previous pay week did not reflect the change the supervisor must ensure that an adjustment request is submitted to Payroll.

2.3 Payroll:

2.3.1 Receives all time sheets for the department;

2.3.2 Resolves any errors with time sheets;

2.3.3 Prepares account number summary sheet;

3.0 THE TIME SHEET

3.1 Important points about the time sheet and their correct completion:

3.1.1 Each payroll period is for two weeks, beginning on Saturday and ending on Friday, fourteen days later.



- 3.1.2 Each line has a series of Date, Duration, Type, Account, and Comment fields.
- 3.1.3 All days an employee has worked or was supposed to work will reflect on the timesheet and should contain the Duration and Type. This will encompass FMLA, ML, and other time types as applicable.
- 3.1.4 Type of hours consists of a two-digit code, which is listed in the dropdown box.
- 3.1.5 Employees may add a row to add extra time worked in a different capacity or to account for partial leave days.
- 3.1.6 If the number of hours worked exceed the regular scheduled hours a red warning sign will appear on the row for that day. This does not prohibit the time from being submitted.

4.0 TIME CODE DEFINITIONS AND USE

01 Regular Hours

Number of normal hours spent working.

03 General Leave

Time which is accrued every pay period in accordance with length of service. General Leave may be used whenever time off from work is taken in which the employee wishes to get paid.

04 Observed Holiday (non-essential civilians only)

This code is only used by non-essential personnel on national holidays which are observed by the City. New Years, Memorial Day, etc. Holidays should be used on the day in which it is officially observed by the city. These are 8 hour days, may not be split up, and must be taken when the holiday is observed by the City.

05 Comp Time Used

Time which is accrued by non-exempt employees when it is necessary to work in addition to normal work hours. This time may be taken whenever time off from work is desired in which the employee wishes to get paid. It may not be used to increase hours beyond a normal work day or beyond a normal work week.

06 Exempt leave

Exempt employees do not accrue overtime hours and 40 hours of exempt leave is granted at the beginning of each calendar year and may be taken



any time during the year. Exempt leave may not be carried over from year to year and is not paid if not used.

07 Comp Time Earned

Time which is accrued by non-exempt employees when it is necessary to work in addition to normal work hours. Comp time is calculated at time and a half as long as the rest of the work week was worked in full. Comp time may not accrue to exceed a total of 480 hours for sworn officers, and 240 hours for non-sworn employees.

08 Personal Floater

One floater holiday is provided in addition to the ten national holidays recognized by the city.

10 Overtime

Time accrued by non-exempt employees for time worked in excess of their normal workweek, whether related to the performance of normal or emergency duties but directly related to their job. Overtime is not accrued for voluntary attendance at lectures, training programs, meetings or conferences which are outside regular works hours, and are not directly related to the job, and during which productive work is not performed, nor for travel time to such meetings, whether by automobile or commercial carrier.

11 Funeral Leave

Time granted to regular full-time employees for any death in their immediate family. Funeral leave is limited to 24 hours. Please refer to HR policy 4.1 for details.

12 Court Time

Used for any time spent in court outside regular work hours.

13 On Call Comp Time– Comp time earned for employees who are on call for seven consecutive days.

16 BSWA

Used by **Non-Exempt** employees when working special events at the BSWA outside regular work hours.

26 BSWA (SUPV)

Used by **Exempt** employees when working special events at the BSWA outside regular work hours.



- 17 Special Events
Used by **Non-Exempt** employees working Special Events (other than at the BSWA) outside regular work hours.
- 28 Special Events (SUPV)
Used by **Exempt** employees working Special Events (other than at the BSWA Center) outside regular work hours.
- 22 Suspended Without Pay
- SU Suspended With Pay
- 24 Greenville Drive Baseball
Used by **Non-Exempt** employees working the Greenville Drive Baseball games
- 30 Greenville Drive Baseball (SUPV)
Used by **Exempt** employees working the Greenville Drive Baseball games
- 40 On Call (Flat Rate) – Paid compensation for employees who are on call for seven consecutive days, and whose base hourly pay rate is **greater** than \$30.00 per hour.
- 41 On Call – Paid compensation for employees who are on call for seven consecutive days, and whose base hourly pay rate is **less than or equal to** \$30.00 per hour.
- 45 CBD – **Exempt** employees' code for hours worked on the CBD Task Force.
- 50 Exempt Comp Used – Comp time used by exempt employees.
- 77 FMLA-GL – General leave used for purposes covered under the Family Medical Leave Act.
- 78 FMLA-No Pay – Time absent from work covered under the Family Medical Leave Act in which there is no paid compensation from the City.
- CB CBD – **Non-Exempt** employees' code for hours worked on the CBD Task Force - time calculated at 150%.
- EC Exempt Comp Earned – Comp time earned by exempt employees for work that is above and beyond normal workday expectations.



143A10

Employee Time Sheets

Page 6 of 6

- FE Floater Essential – City observed holiday for essential services personnel. Nonexempt Sworn Police and Nonexempt Communications personnel receive 86.09 hours per year. They may be taken in advance of the actual holiday upon approval and must be taken in full-day increments.
- ML Military Leave - Time for military personnel who are required to be absent for service in the Uniformed Services.
- PE Pickets/Marches – Exempt employees' code for pickets and marches.
- PM Pickets/Marches – Non-exempt employees' code for pickets and marches; time calculated at 150%.
- SG School Resource Officer - Hours worked by School Resource Officer paid through a grant.
- TW Transitional Work – Time worked while in a light or modified duty related to injury or illness that prevent them from performing the essential functions of their jobs.
- WC Worker's Comp – Used to document time absent from work related to workers comp injury in which there is no paid compensation from the City.

DocuSigned by:

J. H. Thompson

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J. H. Thompson, Chief of Police

7/25/2025

Date

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