

**CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE**

**POLICY MEMORANDUM NO. 72 (R)**

**August 25, 2015**

**TO:** All Departments, Boards, Agencies and Commissions

**FROM:** Andy Kopplin, First Deputy Mayor and Chief Administrative Officer 

**SUBJECT: Payroll Time Keeping Procedures**

**I. PURPOSE**

This memorandum is to establish procedures for employees to correctly record and maintain payroll time and attendance in the City's Payroll System. Recording and approving time and attendance is necessary to ensure timely and accurate disbursement of employee pay, and to comply with local, state and federal laws.

**II. BACKGROUND**

An electronic payroll system is the means of recording time and attendance by City employees. Every City employee is required to:

- personally and accurately record time, attendance, and leave used on a biweekly (or weekly basis if applicable), and
- approve his or her time at the end of each pay period.

**III. LEGAL AUTHORITY**

Section 4-302(5) of the Home Rule Charter authorizes the Chief Administrative Officer to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards."

**IV. TIME-KEEPING POLICY**

**A. Hourly (Non-Exempt) Employees**

Each hourly employee will enter time and attendance in the electronic payroll system, by biometric time clock, web entry or other approved means. Each employee must approve time and attendance at the end of each pay period.

**B. Exempt (EAPs—Executive, Administrative and Professional) Employees**

Each EAP employee must obtain approval for leave in advance, record leave usage, and approve their attendance at the end of a pay period. Leave for EAP employees

may only be taken in whole day increments. Each EAP employee must approve time and attendance at the end of each pay period, and, in so doing, are confirming that they were available to work for the entire pay period, apart from days when leave was used.

### **C. Appointing Authority Responsibilities**

Appointing authorities must ensure all supervisor approvals are completed by 10am Monday following the end of a pay period.

If an employee is unable to approve their time and attendance, supervisors should note this absence in e-time by adding a comment. Employees on authorized leave at the end of a pay period should approve time and attendance for the pay period on their last day of work.

Lunch and break periods may be recorded at the discretion of the Appointing Authority or a designee.

### **V. PAYROLL DIRECT DEPOSIT**

Payroll is generated using time and attendance records in the city's payroll system. Paid earnings of city employees will be made by direct deposit.

### **VI. GOVERNANCE**

A Payroll Governance Group ("Group") is established, to be chaired by the Comptroller in the Bureau of Accounting in the Department of Finance, to oversee operations of the payroll system, examine requests for changes to the system, and communicate with the system vendor on change orders and system maintenance. The Group shall include representatives from the Department of Finance, Civil Service, CAO's office and other relevant agencies and departments.

### **VII. EXCEPTIONS**

During declared emergencies, the Chief Administrative Officer may modify any or all of the requirements for time and attendance record keeping.

Exceptions to any part of this policy may be made only with the approval of the Chief Administrative Officer.

### **VIII. INQUIRIES**

Questions concerning this memorandum should be addressed to the Chief Administrative Office at (504) 658-8900.

ADK: NSF