Payroll Instructions for NOPD Mardi Gras Special Assignment Pay

Hourly (non-exempt) Employees:

1. Employees shall record time according to their normal procedures.

2. Supervisors are responsible for entering hours worked that are eligible for the Mardi Gras Special Assignment Pay on the employee's timecard.

3. For each day that an employee worked eligible hours, the supervisor should click the (+) next to the row with that date. This will create a new, blank row.

4. In the Pay Code column of the blank row, the supervisor should select "NOPD MG Special Assignment Pay" from the drop down column and enter the number of eligible hours worked in the amount column. Only hours overseeing/supporting external law enforcement agencies should be entered for this Special Assignment Pay. Please see the sample timecard below for reference.

5. In no circumstance should the hours entered for this Special Assignment Pay exceed the total number of hours worked by the employee.

Sample timecard:

		Date	Pay Code	Amount	In	Transfer	Out
+	×	Sun 2/05					
+	×	Mon 2/06			9:00AM		5:30PM
+	×	Tue 2/07			9:00AM		5:00PM
+	×	Wed 2/08	NOPD MG Special Assignment Pay	7:30			
+	×				9:00AM		5:00PM
+	×	Thu 2/09	NOPD MG Special Assignment Pay	3:00			
+	×				9:00AM		5:00PM
+	×	Fri 2/10	NOPD MG Special Assignment Pay	7:30			
+	×				9:00AM		5:00PM
+	×	Sat 2/11					

Salaried (exempt) Employees:

1. Employees shall record time according to their normal procedures.

2. Supervisors are responsible for entering hours worked that are eligible for this Special Assignment Pay on the employee's timecard.

3. To apply this Special Assignment Pay to eligible hours worked each day, the supervisor should click the "Enter Pay Code" box in the column beneath "Hours Worked".

4. The supervisor should select "NOPD MG Special Assignment Pay" from the drop down column and enter the number of eligible hours worked in each column for each day. Only hours overseeing/supporting external law enforcement agencies should be entered for this Special Assignment Pay. Please see the sample timecard below for reference.

5. In no circumstance should the hours entered for this Special Assignment Pay exceed the total number of hours worked by the employee.

Sample timecard:

	Pay Code	Transfer	Sun 2/12	Mon 2/13	Tue 2/14	Wed 2/15	Thu 2/16	Fri 2/17	Sat 2/18
✕	Hours Worked			7:00	7:00	7:00	7:00	7:00	
✕	NOPD MG Special Assignment Pay			7:00	5:00	0:00	0:00	7:00	
✕	<Enter Pay Code>								
✕	Daily Total			14:00	12:00	7:00	7:00	14:00	