



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 13.37

### TITLE: PAYROLL AND TIMEKEEPING

**EFFECTIVE: 12/3/2017**

**REVISED: 5/10/2026**

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#### PURPOSE

The purpose of this Chapter is to establish departmental payroll and timekeeping procedures for commissioned and civilian members. 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.

#### DEFINITIONS

Definitions related to this Chapter include:

**Payroll Day**—The day designated by the City Finance Department on or before which the Biweekly Approval must be completed. It will usually be the Sunday or Monday of the following week being reported.

**Biweekly Approval**—Payroll Section approves and locks the time sheets after the employee has entered and approved his/her entries in ADP and the appropriate supervisor has reviewed and approved the entries for that employee for the two-week pay period.

**Shift Codes**—Platoon designators designed to distinguish between platoons which begin on one calendar date (i.e. 11:00 PM) and end on the following calendar date (7:00 AM) and from platoons which begin and end on the same date.

**Status Codes**—Designators that distinguish the condition under which the member is being carried in the payroll system (i.e. Working, Annual Leave, Sick, Military Leave, IOD, Workman's Comp, etc.).

**Shift Differential Pay**—Shift differential pay is generated automatically by the computer according to the time the employee begins their workday in their regular work assignment, except for court time or case overtime.

#### LEGAL AUTHORITY

1. 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.” **CAO Policy Memorandum No. 72(R) – Time and Attendance Reporting Payroll Timekeeping Procedures** outlines the requirements for

the City's Payroll System.

2. An electronic payroll system is the means of recording time and attendance by City employees. The City of New Orleans (and the NOPD) utilize ADP (Automatic Data Processing) as the software system for all City payroll. Detailed procedural guides for the use of ADP are found on the City of New Orleans web site at: <https://employee.nola.gov/work/pay/using-adp/>.
3. As such, every City employee is required to:
  - (a) Personally and accurately record time, attendance, and leave used on a biweekly basis, and
  - (b) Approve their time at the end of each pay period.
4. All employees are paid biweekly on Friday (except on holidays).

#### **TIME KEEPING POLICY**

5. Members entering payroll records shall pay particular attention to the **Charge Code** list and enter the appropriate charge code for each employee and their unit.
6. Each hourly employee's time and attendance must be entered into the ADP system by:
  - (a) Biometric time clock,
  - (b) Web entry, if approved in advance; or
  - (c) Other approved means
7. Exempt (EAP – Executive, Administrative, Professional) employees must ensure their schedules are properly updated in ADP to reflect their working days.

#### **EXEMPT EMPLOYEE ENTRIES (EAP-EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL)**

8. 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.

#### **HOURLY EMPLOYEE ENTRIES (NON-EXEMPT)**

9. All hourly employees are required to use the biometric time clock to record work attendance at the beginning and end of every shift.
10. Employees assigned to a district stations must clock-in using the biometric timeclock at their designated district station.
11. Employees assigned to specialized units that operate through the entire city (city-wide units) may use the nearest time clock to their location at the beginning and end of their shifts.
12. Employees assigned to specialized units that are not housed in a City facility, or employees assigned to specialized units in any facility without a biometric timeclock, time shall be manually entered in ADP by the immediate supervisor of the employee.
13. Employees temporarily assigned to a unit different from their normal assignment must clock-in using the time clock at the temporary place of assignment or use the nearest time clock if the employee is temporarily assigned to a specialized city-wide unit. Employees shall adhere to the guidance of the temporary supervisor for the proper time clock location.

14. Employees working pre-approved out of parish travel and/or training that does not begin or end at a facility with a time clock are exempt from the requirement to use a time clock, and must ensure their time is manually entered by their supervisor for the days they are in travel status.

### **OVERTIME ENTRIES**

15. All Department members shall utilize the biometric time clock at the District/Division where the overtime is being worked for all scheduled overtime shifts. This includes security district overtime shifts.
16. Overtime should not be used to cover regular shifts due to staffing shortages caused by improper scheduling. Corrective action to address improper scheduling shall be taken.

### **SPECIFIC ENTRIES**

#### **COURT TIME**

17. An employee is paid overtime for attending court on employment-related cases. An employee attending court during regular working hours shall not be paid overtime while on duty.
18. An employee attending court while on annual, sick, or any other form of paid leave shall be carried Working during the time they are physically present at court.
19. Members attending Municipal and Traffic Court, Criminal District Court, or the Grand Jury shall utilize the nearest biometric time clock installed at one of those locations. If there is no time clock installed at Municipal and Traffic Court, Criminal District Court, or the Orleans Parish District Attorney's office, the employee must request a paper subpoena and have that subpoena signed by a representative of the court or prosecuting agency indicating the time of arrival and departure from the court.
20. Members attending Juvenile Court, Civil District Court, Federal Court, courts outside the jurisdiction of Orleans Parish, or the City Council or Civil Service shall request a paper subpoena and have that subpoena signed by a representative of the court or prosecuting agency indicating the time of arrival and departure from the court.
21. If a member's court appearance extends into their regular working hours, the court time entered under Charge Code 03 must end at the time the employee's regular shift begins.
22. Court subpoenas and overtime slips shall not be sent to the Payroll Section but instead shall be maintained by each employee's unit assignment according to the Department's record retention schedule.
23. Court overtime will be automatically rounded by the ADP System, not the entering person, to the next half hour. The item number related to the overtime entry shall be entered in the comment section. A minimum of one (1) hour of overtime will be paid for any court appearance.

#### **CASE OVERTIME**

24. Case overtime must be entered to the exact minute and will be paid to the exact minute. The item number of the case being worked shall be placed in the comments section on the day the case overtime was worked.

**CALL OUT OVERTIME ENTRIES**

25. Hourly employees who are required to be prepared to come to work when called to address specific events (i.e., "on call") are not eligible for additional monetary compensation while on call-out if they have the freedom to carry-on their daily life in the same manner as if they were off-duty.
26. If an "on call" employee has been contacted and is required to report to work they are to be compensated for reasonable travel time to and from the place of work in accordance with City of New Orleans Civil Service Rule IV Section 9.6.
27. Employees called out to work unscheduled overtime are exempted from using the biometric time clock.

**SPECIAL EVENT COVERAGE**

28. All members assigned to special events or special duties/assignments are not required to report to a district/division station to use the biometric time clock and shall have their time manually entered by their supervisor and carried under the special event or special duty/assignment Charge Code (usually designated in the Special Event Operations Order or Incident Plan) during the hours they perform those duties.

**SUPERVISOR RESPONSIBILITIES**

29. The Unit supervisor (in Districts, the Platoon Commander) shall review the following for accuracy:
  - (a) All shift members are accounted for and entered.
  - (b) No data entry errors occurred, especially total hours entered for each employee.
  - (c) The Work Status Codes and Charge Codes are correct.
  - (d) The shift entered is correct according to the time the employee's REGULAR work began. See below:
    - Shift Code 1 – regular working between 1:00 am and 1:59 pm
    - Shift Code 2 – regular working between 2:00 pm and 6:59 pm
    - Shift Code 3 – regular working between 7 pm and 12:59 am
30. If an employee uses sick, annual or other leave at the beginning of their regular shift, the appropriate Code shall be entered for the record on the timecard (i.e. Annual Leave 8:33 minutes).
31. The Status Code shall be entered in the appropriate location indicating the member's work status for each workday. Each entry, if more than one entry is made for a day, must contain a status code.
32. If the Platoon Commander is informed at least one day in advance of the employee's need to use annual leave in the middle of a workday, they **may** elect to change the reporting time of the employee to coincide with the ending time of the workday with the rest of their platoon.
33. Employees who are eligible for Shift Differential Pay will receive the appropriate rate of pay if their reporting time for duty falls within the guidelines set. Individuals who work more than 8:35 in one day will receive the rate of pay indicated at the beginning of their duty and will require the work rule transfer for any additional hours worked (i.e. 6:25am-3p 1st shift, 3p-6p 2nd shift unscheduled).

34. Holiday "off" is already pre-populated in the ADP System.
35. Holiday "working" for all employees will be recorded when that employee clocks in and out for the actual hours worked on the holiday.
36. Supervisors are required to appropriately plan scheduling and staffing to avoid the use of overtime to fill unit shift coverage. Corrective action should be taken to address improper scheduling.

#### **TIME SHEET APPROVALS**

37. Prior to 6:00 AM on Payroll Day, the Unit supervisor or their designee shall review the unit's daily records to ensure that all daily records have been approved by each employee and then by their supervisor.
38. After the Biweekly Approval, any changes must be made by the Unit supervisor and approved by the Unit Commander in writing by submitting a **Payroll Adjustment Form** (Form #93) to the Payroll Section as soon as possible after the error is discovered.
39. When completing the form, the employee's Status and Charge Codes must be included.
40. When the Payroll Section receives the Payroll Adjustment Form (Form 93) attached to the ADP/time sheet (with the exception block checked off), the Payroll Section shall:
  - (a) Immediately make the proper correction in the ADP system in the appropriate location,
  - (b) Affix their own signature below the correction, and
  - (c) Submit the ADP/time sheet to the City Finance Department for processing.
41. After the payroll has been approved by all units (by 7:00 AM on Payroll Day), the Payroll Section shall verify that all units are approved and then certify the payroll as correct by 7:00 AM on Payroll Day.
42. No changes will be made once the time sheets have been certified correct, any subsequent changes must be made by submitting a Form 93 to the Payroll Section which will then make the necessary requested changes.

#### **IOD / WORKMAN'S COMPENSATION STATUS**

43. No employee shall be carried in an IOD or Workmen's Compensation status until the injury has been classified as such.
44. Until the injury has been classified, the employee shall be carried sick with the item number included in the comment section.
45. Once a copy of the classification letter is forwarded from Employee Relations to the employee's unit of assignment, that unit shall make the appropriate adjustments to the employee's time card within that two (2) week pay period.

#### **TEMPORARY ASSIGNMENTS OUTSIDE REGULAR UNIT**

46. If an employee works their entire shift in another unit, their primary unit shall carry their detailed to the temporary assignment with no hours entered.
47. The temporary unit shall enter all of the employee's hours under that unit's organization code. If the temporary unit neglects to enter the employee's time, the primary unit will not

be able to execute its weekly approval.

48. If an employee works partial hours in both their primary unit and a temporary unit in any workday, the unit in which they begin the workday shall verify their hours worked in that unit before any other unit enters the remainder of their hours worked.

49.

#### **PERSONAL USE CHARGE FOR TAKE-HOME VEHICLE**

50. Employees of the department who are assigned a City-owned vehicle with take-home privileges will be assessed a **Personal Use Charge** for this privilege. Guidelines for the Personal Use Charge are outlined in CAO Circular Memorandum No. 23-04 (4/28/2023).
51. Employees are responsible for ensuring their take-home vehicle status is updated and accurate using the **City of New Orleans Take-Home Vehicle Add/Delete/Change Form (CAO Policy 5(R) Attachment D)**.
52. This Personal Use Charge deduction is based on the employee's assignment of a take-home vehicle, as established by the take-home vehicle forms completed by the employee and submitted to the city.
53. NOPD supervisors and employees should not enter any entry to document the Personal Use Charge deduction into ADP.
54. Employees carried Leave Without Pay are **PROHIBITED** from being assigned or using a take-home vehicle.
55. Employees who are assigned a take-home vehicle will be charged a Personal Use Charge unless access to the vehicle is denied for one of the following reasons:
- (a) Extended maintenance/repairs or mechanical failure causing the vehicle to be placed out of service (however, if an assigned take home vehicle is available for any portion of a day or a replacement vehicle is provided, the personal use fee will continue to be charged);
  - (b) Emergency fleet use, wherein the vehicle is taken out of take-home status and placed into the fleet for use by the department to maintain normal operations;
  - (c) Take-home vehicle privileges are suspended for the employee by the department;
- or
- (d) Any other departmental action which causes the employee to be denied access to the vehicle in take-home status.

#### **CIVILIAN EMPLOYEES – 7 HOUR WORKDAY (35 HOUR WEEK)**

56. Civilian employees who work the entire day without taking any form of authorized leave will be carried working for eight hours. The one-hour lunch break will be automatically deducted from the record.
57. Civilian employees who take any form of authorized leave shall have all entries accounted for, and the total hours must equal seven hours.

#### **Example:**

- (a) Employee works from 8:00AM to 10:00AM - 2 hours working.

- (b) Employee takes annual leave from 10:00AM to 11:00AM - 1 hr.
- (c) Employee returns to work at 12:00 noon and works to 4:00PM - 4 hrs.
- (d) The total entries of the above example totals seven hours.

**NOTE:** The lunch hour from 11:00AM to 12:00 noon is not automatically subtracted by the computer.

### **CIVILIAN EMPLOYEES (SHIFT) – 8 HOUR WORKDAY (40 HOUR WEEK)**

- 58. Civilian employees who work the entire shift without taking any form of authorized leave will be carried working for eight hours. The 30 minute lunch break is not deducted from the record.
- 59. Civilian employees who take any form of authorized leave shall have all entries accounted for, and the total hours must equal eight hours.

**Example:**

- (a) Employee works from 8:00AM to 10:00AM - 2 hours working.
- (b) Employee takes annual leave from 10:00AM to 11:00AM - 1 hr.
- (c) Employee returns to work at 11:00 noon and works to 4:00PM - 5 hrs.
- (d) The total entries of the above example totals eight hours.

**NOTE:** The 30 minute lunch from 11:30AM to 12:00 noon is not subtracted by the computer. The member is carried working.

### **CYCLE EMPLOYEES – 8.58 HOUR WORKDAY (85.5 HOURS BIWEEKLY)**

- 60. Civil Service Rules now make it possible for all cycle employees to get paid for 85.5 hours bi-weekly (14 day pay cycle) regardless of their work/leave status.
- 61. A minimum of 8 hours and 33 minutes for all entries other than regular working hours, and 8 hours and 35 minutes for regular working hours shall be entered each working day.

**Example:**

- (a) Regular working 8 hours and 35 minutes - 6:25am to 3:00pm = 8.58 hours.
- (b) Annual 8 hours and 33 minutes 3:27pm to 11:00pm = 8.55 hrs.
- (c) Sick 8 hours and 33 minutes 10:27pm to 7:00am = 8.55 hrs.

The use of civil and military leave should also be 8 hours and 33 minutes.

- 62. If a cycle employee takes leave for any portion of the day, their hours must total 8 hours and 33 minutes.

**Example:**

- (a) Working from 6:25am to 11:00am
- (b) Annual from 11:00am to 2:58pm.
- (c) Total of 8 hours and 33 minutes = 8.55 hours.

The leave hours that are taken by the employee must be entered by the supervisor.

### **EXTENDED COMPUTER SYSTEM FAILURE**

- 63. In the event of a city-wide extended electrical or computer system failure, daily reporting of employee payroll shall be documented on the **Employee Work Record**

**Emergency Incident form** (Form #91). All required information on the form shall be completed.

64. An extended electrical or computer system failure is defined as lasting over one week.
65. If the extended electrical or computer system failure is isolated, payroll shall be entered at alternate locations (i.e., district station, payroll office).
66. The Employee Work Record Emergency Incident Form (Form #91) shall be forwarded to the Payroll Section within three days upon completion of each form. A copy of the forms submitted shall be maintained at the unit level.