



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

MEMO

Date: 10/1/2021

To: City of Manitowoc – Personnel Committee

From: Shawn M. Alfred, Finance Director/Treasurer

Re: Revision to Employee Policy Manual regarding timekeeping to fully meet the requirements from the Uniform Grant Guidance for Federal grants.

Recently a Federal 5311 audit was performed on the City of Manitowoc's Transit Program. One of the findings that was noted in the audit was the need for clarifying language in City of Manitowoc's EPM policy relating to the processes of recording employees' hours and appropriate approvals. The revision below has been affirmed by the regulatory agency as accepted, and does not alter the current process(es).

Current Employee Policy Manual Article 4 Section 2: Payroll is by direct deposit on alternating Thursdays on a bi-weekly basis for the previous two weeks except in the rare case of unforeseen circumstances beyond the City's control. Each employee is responsible for accurate reporting of their compensable time in the timekeeping system during each payroll period. Employees who inaccurately report time worked will be subject to disciplinary measures. If inaccurate or outdated bank information is provided by an employee, the fee that is assessed to the City by the financial institution will be charged to the employee. Only an exempt supervisor shall approve timesheets. (Note: Police Shift Commanders are authorized to approve applicable timesheets). It is the City's policy to comply with applicable wage and hour laws and regulations. If you believe your compensation and/or deductions were not appropriate for a given payroll period, it is your responsibility to notify your direct supervisor immediately. Employee requests for adjustments to paid time off balances due to reporting errors must be brought to the attention of the supervisor before the end of the next payroll period, or no adjustment will be made. A Social Security card is required to verify any official name changes. The City reserves the right to make necessary adjustments due to errors or omissions whether reported timely by the employee or not.

Revision of Article 4 Section 2: Time sheets are due every other week. Each employee is responsible for accurate reporting of their compensable time in the timekeeping system during each payroll period. Employees who inaccurately report time worked will be subject to disciplinary measures. Employees should record, or have their department record, all time worked in the 2-week pay period on their time sheet. Employees should review and approve the time on the time sheet before it is turned in to Payroll. Overtime, vacation, holiday, sick, funeral leave, compensation time earned and compensation time taken should all be properly coded. Overtime and compensation time earned should be justified on the time sheet with explanation of why the work could not be completed within regular work hours). Time sheets shall be approved by the Department Head or his/her designee before being turned into Payroll. Only an exempt supervisor shall approve timesheets. (Note: Police Shift Commanders are authorized to approve applicable timesheets).

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