



Philadelphia Department of Public Health **Fact Sheet: Payroll Processing**

OVERVIEW

The accurate and timely completion of payroll processing is an essential function of the Philadelphia Department of Public Health (PDPH) Human Resources Office. Therefore, each individual employee, supervisor and timekeeper must share responsibility to ensure this function is completed efficiently and effectively on a daily basis with minimal errors. In order to assist all PDPH staff in the performance of their time keeping responsibilities, it is essential that all employees refer and adhere to the requirements listed below.

Additionally, please be advised that overtime/compensatory time earned **cannot** be processed until a signed *Authorization for Overtime/ Compensatory Form* is submitted with the corresponding timesheet to the Payroll Unit of the PDPH Human Resources Office.

EMPLOYEE'S RESPONSIBILITIES

- ◆ On a daily basis, you are responsible for ensuring your timesheets are complete, accurate and legible. You must sign in and out for your approved shift as well as your lunch period. If applicable, you must accurately account for all **pre-approved** overtime worked.
- ◆ You must submit all supporting documentation to your supervisor on a daily basis. Supporting documentation includes, but is not limited to, approved *Authorization for Overtime/Compensatory Forms*, leave requests, medical certifications, funeral slips and training documentation.
- ◆ Failure to accurately complete and submit your timesheets with supporting documentation on a daily basis **will** result in a delay in processing your payroll information and may lead to progressive disciplinary action up to and including dismissal.

SUPERVISOR'S RESPONSIBILITIES

- ◆ On a daily basis, you are responsible to review all subordinate timesheets for accuracy and legibility. You must ensure employees have signed in and out for their approved shift as well as their lunch period and that all supporting documentation is attached to each timesheet.
- ◆ You must approve each timesheet and all supporting documents by signing your name and payroll number. Supporting documentation includes, but is not limited to, approved *Authorization for Overtime/Compensatory Forms*, leave requests, medical certifications, funeral slips and training documentation.
- ◆ You must ensure that all signed subordinate timesheets and supporting documentation are accurate and forwarded to your timekeeper on a daily basis. Failure to do so will result in a delay in processing your subordinate's payroll information and may lead to progressive discipline.
- ◆ **Incomplete timesheets will not be processed and will be returned to you for correction by your Timekeeper.**

TIMEKEEPER'S RESPONSIBILITIES

- ◆ You are responsible for the final review of all timesheets and supporting documentation on a daily basis.
- ◆ You must return all incomplete, illegible and/or unsigned timesheets and supporting documents to the appropriate supervisor for correction/completion.
- ◆ You must ensure all completed timesheets and supporting documents are **submitted daily** to the Payroll Unit of the DPH Human Resources Office for processing.
- ◆ You must review all timesheets **prior** to forwarding the originals to the Payroll Unit of the DPH Human Resources Department. Failure to do so will result in a delay in processing the payroll information and may lead to progressive discipline.
- ◆ **Incomplete timesheets will not be processed and will be returned to you by the Payroll Unit of the DPH Human Resources Office for correction.**

Violations will be brought to the attention of the Unit Division Director for immediate corrective action.