

# Pay Clerk Training

**For Payroll Tasks**

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FY2025



# Overview

- Deadlines for Payroll Processing
- Payroll Schedule
- Time Clock Policy
- Timecard Calculation Rules
- Absences
- Pay Clerk Tasks
- Manager Calculated View slide

# Deadlines for Payroll Processing:

Work Period = Fri-Thurs

ISS Work Period = Wed-Tues

Pay Period = 2 Weeks Paid Bi-Weekly

Departments = Approved Absences & Timecards, Payroll Adjustments and On Call/Exception Spreadsheets due EOB Friday Weekly

HR = All Assignment Changes, Salary Adjustments & Leave Donations, etc. due EOB Friday for the prior two Work Periods

Payroll Process Starts = Monday @ Noon Bi-Weekly; Payroll will send an email to pay clerks to run and check their registers. The following should be checked on your payroll registers:

- All employees are receiving their correct number of hours.
- Make sure that all On Call equal the amounts sent to Payroll.

# Cont'd

- Make sure that all Exceptions are correct; Terminations, Re-Hires, Employees on Leave.
- Any errors found need to be fixed ASAP on Monday following Payday.

Payroll Final Registers = Final registers will be run on Tuesday. No changes will be allowed after this register is run.

Payrolls Processed = Wednesday

Payday = Following Thursday Bi-Weekly

Special Payroll = Paid on the following Monday or After  
(There will be a criteria for specials.)

# BIWEEKLY PAYROLL SCHEDULE 2025

	* Change of Date due to Holiday	* No Insurance Deductions		
	Pay Period Begin Date	Pay Period End Date	Check Date	Approvals, Onboarding, Terminations, Salary changes, Adjustments,
1	12/13/24	12/26/24	01/09/25	12/30/24
2	12/27/24	01/09/25	01/23/25	01/13/25
3	01/10/25	01/23/25	02/06/25	01/27/25
4	01/24/25	02/06/25	02/20/25	02/10/25
5	02/07/25	02/20/25	03/06/25	02/24/25
6	02/21/25	03/06/25	03/20/25	03/10/25
7	03/07/25	03/20/25	04/03/25	03/24/25
8	03/21/25	04/03/25	04/17/25	04/07/25
9	04/04/25	04/17/25	05/01/25	04/21/25
10	04/18/25	05/01/25	05/15/25	05/05/25
11	05/02/25	05/15/25	05/29/25	05/19/25
12	05/16/25	05/29/25	06/12/25	06/02/25
13	05/30/25	06/12/25	06/26/25	06/16/25
14	06/13/25	06/26/25	07/10/25	06/30/25
15	06/27/25	07/10/25	07/24/25	07/14/25
16	07/11/25	07/24/25	08/07/25	07/28/25
17	07/25/25	08/07/25	08/21/25	08/11/25
18	08/08/25	08/21/25	09/04/25	08/25/25
19	08/22/25	09/04/25	09/18/25	09/08/25
20	09/05/25	09/18/25	10/02/25	09/22/25
21	09/19/25	10/02/25	10/16/25	10/06/25
22	10/03/25	10/16/25	10/30/25	10/20/25
23	10/17/25	10/30/25	11/13/25	11/03/25
24	10/31/25	11/13/25	11/26/25	11/16/25
25	11/14/25	11/27/25	12/11/25	12/01/25
26	11/28/25	12/11/25	12/23/25	12/15/25
1	12/12/25	12/25/25	01/08/26	12/29/25
2	12/26/25	01/08/26	01/22/26	01/12/26

# Time Clock Policy

## Exempt Employees:

Not required to clock into Oracle

## Exceptions:

If the employee is on leave (Admin Leave, FMLA, LWOP, LW/PTO, IOD, IODA) the managers or pay clerks enter their leave for them.

## Non-Exempt Employees:

It is mandatory for **ALL** employees to clock into Oracle or TCP

\*With exception of Sworn Fire & Police

# Timecard Calculation Rules

## **Reported and Calculated Time Differences:**

- Absences HAVE TO be approved before the timecard is approved. If they're not, they will not be reflected on the register.
- When viewing timecards, please remember that the system will either round up or round down the time entered. If the reported timecard shows 40 hours but the calculated view shows 39.5 hours, it is because of rounding.
- Any time worked under 7 minutes will be rounded down.
- Any time worked over 7 minutes will be rounded up.
- Most employees have an automatic 30 minutes (.50hr) taken off for lunch after 6 consecutive hours worked.
- If an employee has worked hours and PTO hours in the same day and have more than 8 hours for the day (resulting in unapproved overtime), PTO hours will need to be reduced.
- PTO should be entered in 15min increments.
- Unpaid Leave (Exempt) and Leave Without Pay (Non-Exempt) absences are not reflected on the Hours report that is sent out by Payroll.

# Absences

- Make sure that you are looking at your absence reports and letting the managers/supervisors know that they have absences to approve. They will also have to re-approve timecards after they approve the PTO.
- Leave Donations from HR need to be in the Payroll office before the end of day on Monday, which means HR needs the employee's paperwork from the department as soon as it is known.
- It is important that employees who are on leave (FMLA, Medical) do not have their Assignment Status updated to Leave Without Pay US until after their last paycheck which reflects pay for hours worked or PTO, has been processed.



# Pay Clerk Tasks:

- Monitor Absences and Timecard Approvals.
- Run 'Manager Calculated View' Report (shown on next slide).
- Make sure that full-time employees have at least 40hrs per week.
- Create On Call/Exceptions Spreadsheet.
- Fill out Payroll Adjustment Forms for Supervisors to approve.
- Run Payroll Register when prompted by Payroll and review thoroughly.

\* TimeCard\_StartDate 03-21-2025



\* TimeCard\_EndDate 03-27-2025



Apply

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## Manager Calculated View

Employee Number	Time Card Start	Employee Name	Web Clock Date	Reported Time Type	Reported Hours	Processed Time Type	Processed Hours	Schedule Hours	Source	Category	Job Name	Department	Transfer Status
55643	2025-03-21		2025-03-21	Time Entry Wages	8.29	Time Entry Wages	7.75	40	Web clock	FR	Administrative Assistant	CD Administration	
			2025-03-24	Time Entry Wages	8.53	Time Entry Wages	8.00	40	Web clock	FR	Administrative Assistant	CD Administration	
			2025-03-25	Time Entry Wages	8.67	Time Entry Wages	8.25	40	Web clock	FR	Administrative Assistant	CD Administration	
			2025-03-26	Time Entry Wages	8.58	Time Entry Wages	8.25	40	Web clock	FR	Administrative Assistant	CD Administration	
			2025-03-27	Time Entry Wages	8.41	Time Entry Wages	7.75	40	Web clock	FR	Administrative Assistant	CD Administration	
							40.00						
						Employee Total	40.00						
67286	2025-03-21		2025-03-21	Paid Time Off	8.00	Paid Time Off	8.00	40	WFM	FR	Specialist	CD Administration	Absence Transfer
			2025-03-24	Time Entry Wages	8.43	Time Entry Wages	8.00	40	Web clock	FR	Specialist	CD Administration	
			2025-03-25	Time Entry Wages	8.48	Time Entry Wages	8.00	40	Web clock	FR	Specialist	CD Administration	
			2025-03-26	Time Entry Wages	8.40	Time Entry Wages	8.00	40	Web clock	FR	Specialist	CD Administration	
			2025-03-27	Time Entry Wages	8.43	Time Entry Wages	8.00	40	Web clock	FR	Specialist	CD Administration	
							40.00						
						Employee Total	40.00						
60577	2025-03-21		2025-03-21	Time Entry Wages	8.52	Time Entry Wages	8.00	40	Web clock	FR	Technician	CD Administration	
			2025-03-24	Time Entry Wages	8.45	Time Entry Wages	8.00	40	Web clock	FR	Technician	CD Administration	
			2025-03-25	Time Entry Wages	8.61	Time Entry Wages	8.00	40	Web clock	FR	Technician	CD Administration	
			2025-03-26	Paid Time Off	8.00	Paid Time Off	8.00	40	WFM	FR	Technician	CD Administration	Absence Transfer
			2025-03-27	Time Entry Wages	8.43	Time Entry Wages	8.00	40	Web clock	FR	Technician	CD Administration	
							40.00						
						Employee Total	40.00						
44811	2025-03-21		2025-03-21	Time Entry Wages	8.53	Time Entry Wages	8.00	40	Web clock	FR	Executive Assistant	CD Administration	

**QUESTIONS?**