

	City of Cedar Park Human Resources Policy Manual		
	Pay Procedures		
	Number: C-3	Revision: 2	Effective Date: 5/10/2018

1.0 Policy

It is the policy of the City to pay an employee, by direct deposit, on a bi-weekly basis and in compliance with applicable laws or regulations.

2.0 Procedure/Rule

- 2.1 Time Reporting. An employee shall keep records of all productive time and leave time taken, and where appropriate, hours credited to certain projects. The City provides an electronic platform for the reporting of employee time. Time records should be submitted by the employee and approved by the employee's immediate supervisor.
- 2.2 Payroll Delivery. Individual payroll payments are issued bi-weekly for each pay period. A payment shall not be issued other than on a payday. Payments are automatically deposited into the checking or savings account(s) on file with the Finance Department. In the event that an employee does not wish to have a bank account on file, a prepaid debit card will be provided to the employee and payments will be automatically applied to the card. Paystubs are emailed to employee's email address on file.
- 2.3 Miscalculation of Pay. An employee shall immediately report any miscalculation in his/her payment to the Finance Department. The City shall reissue the employee's corrected payment on the same day if notified by 12:00 Noon. In the event of underpayment, the City shall insure the employee is paid the difference. If there is an overpayment, the employee shall make arrangements with the Finance Department to repay the difference of the overpayment.
- 2.4 Advances. The City shall not loan any money or make any pay advances to an employee.

- 2.5 Calculation of Separation/Termination Pay. An employee's final payment shall be calculated in the following manner:
- 2.5.1 The final payment of an employee who is terminating his/her employment with the City shall include any accrued and unused vacation leave and holiday time, any unused sick leave, if the employee is eligible for buy back, any unpaid longevity pay, any unpaid compensatory leave, and any salary earned after the end of the final full pay period for which the employee worked.
 - 2.5.2 An employee's final payment shall be deposited into their account on file on the regular payday and a paystub will be emailed to the employee's personal email address, if one is provided to the City's Human Resources or Finance Department.
- 2.6 Approving Authority. The City Manager is the approving authority for all payrolls and any payroll transfer granted under the terms of these policies, the classification and pay plans, and the budget.