
	MESQUITE POLICE DEPARTMENT
	128.00 RESPONSIBILITY FOR ACCURATELY REPORTING WORK TIME
	Effective Date: January, 2019
	Approved: _____  Chief of Police

I. Policy Statement

Maintaining accurate work records is critical to ensuring that employees are paid properly and that employee benefits are properly administered. All MPD employees are responsible for ensuring that the work-time recorded for them in Telestaff accurately reflects the time they worked during that pay period. This includes ensuring that all vacation, sick, family sick, holiday, training or compensatory time is accurately recorded in Telestaff in a timely manner, along with any other exceptions to the normal work schedule.

II. Procedure

A. All time records for a pay period must be entered into Telestaff prior to the payroll cutoff (no later than Monday at 10 AM of the pay-week). Each pay period runs for a two week period starting on the Sunday of a pay-week and goes thru the Saturday before the next pay-week.

1. Within one pay period – If an employee realizes that they failed to record some event that has a “late-turned in” code (for example, late turned in overtime or compensatory time earned), they may make the entry during the next pay period and provide the details in the notes section of the record. If the employee realizes that they failed to record some event that does not have a “late-turned in” code (for example, they realize that they were not charged for a sick day they took in the last pay period), they should immediately notify their supervisor, who should notify the payroll clerk for correction.
2. After one pay period has passed – If an employee discovers any missing or incorrect Telestaff entry for their account that goes back further than the last pay period, they should write a memo to the Chief of Police explaining the error and detailing what the correct records should be.

B. Rules for offsetting time due to sick, or regular compensatory time:

1. If an employee takes regular compensatory or sick time during their scheduled shift, they may not earn overtime or compensatory time during their scheduled shift hours or within eight hours prior to or after the scheduled shift times. Regular compensatory time or overtime that is earned any time from eight hours prior to the start of the shift, through the entire regular shift, to eight hours after the end of the shift will be offset hour-for-hour during the work period in which the compensatory time or overtime is earned.
2. Vacation time or holiday time does not get offset. An employee can work overtime and be permitted to take time off as vacation or holiday leave during the same shift or day.

III. Responsibility

- A. Employees are responsible for ensuring that the records in Telestaff for their account are an accurate reflection of what they did during each pay period. Employees must ensure that their vacation, holiday, sick, overtime, comp time taken, comp time earned, etc. are accurate each pay period. Employees will be accountable for any discrepancies between what they actually worked and what their Telestaff records reflect. Telestaff records will be periodically audited and compared to other City records to ensure their accuracy.
- B. An employee’s immediate/on-duty supervisor is concurrently responsible for ensuring that the employee’s Telestaff time entries reflect their actual work assignments. This does

not relieve the employee from their responsibility to ensure that their time entry is correct.

- C. Bureau Commanders are responsible for ensuring that the attendance records of employees assigned to their bureau are recorded daily through the “Check-In” feature on the Telestaff roster.

EFFECTIVE: December, 2013; REVISED: January, 2019