



City of Racine Police Department

## Policy and Procedure

**Number: 220**

<b>Subject:</b> <b>Processing Time Records</b>		
<b>Date Issued:</b> <b>8-7-92</b>	<b>Effective Date:</b> <b>03-04-11</b>	<b>Revision Number:</b> <b>3</b>

**POLICY:**

This procedure ensures that the payroll of the Department is handled in an efficient manner. By establishing a process in which all payroll data is collected and forwarded in a timely manner, there is less probability that a member or employee will not receive the compensation that they have earned.

**PROCEDURE:**

**PATROL OFFICER /  
TRAFFIC  
INVESTIGATORS/  
INVESTIGATORS/  
EMPLOYEES:**

The Department's part in the payroll cycle is as follows:

1. Report on time for your assigned work hours.
  - a. Be prepared to begin your work shift at your assigned workstation or in Rollcall (if applicable).
2. During your work shift complete the appropriate TMS entry for work hours completed.
  - a. If you work overtime, make sure that you record the complaint number and the supervisor who approved the time.
3. Prior to going on days off, complete all TMS entries for your time off.

**TMS APPROVERS:**

1. Ensure assigned members and employees have accurately completed TMS entries for the previous workday or workweek.
2. Complete TMS entries for those members and employees who are unexpectedly absent from work or otherwise unable to access TMS.
3. Approve the TMS records prior to 10 A.M. of the Monday following the work week.

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