



PPB MONEY MATTERS

July 2 issues: Where to turn

To ensure that all RUs are briefed on upcoming changes for the July 2 paychecks, the information listed below will help you respond to questions from your employees.

There is a new section posted to the Intranet titled "Paychecks." This section answers many of the questions employees may have when they receive their July 2 paycheck.

Steps to report a paycheck problem or ask questions:

• **Trouble ticket** – this new form will be posted to the Intranet by July 2 and can be filled out by employees and either faxed

to Fiscal Services at 823-0975 or sent by interdepartmental mail.

• **Voice mail** – voice mail box will include a custom message with instructions on what to report at 823-1187.

• **E-mail** – paychecks@portlandpolice.org is in place for employees to email their problem – a bounce back message will be sent to the employee advising them of when to expect a response.



Dates to remember:

June 29

At 08:30 in the 14th floor conference room – RU managers (or designee) and division/precinct timekeeper are invited to an informational briefing on what to expect for the July 2 paychecks. The division/precinct timekeepers will be the first point of contact for general questions on timekeeping during the implementation.

June 30

Fiscal Help Center will be set up in Fiscal Services' conference room. Voice and email messages beginning July 2 will be retrieved and responded to as quickly as possible.

July 2

First paychecks in the new SAP system are distributed. Fiscal Help Center is activated (hours of operation are 10:00 to 18:00). Staffed with analysts from SSD and Fiscal, all inquires will be prioritized and responded to.

July 3

Holiday – Help Center is not staffed over the weekend.

July 6

Help Center is activated at 06:00 with analysts retrieving and prioritizing inquires.

July 16

Help Center will resume responding to additional inquires. This is the pay period that includes holiday pay and the 2.8% COLA.

Just so you know...

July is a three-paycheck month and employees should note the differences in their withholding taxes.

Fiscal Services timekeepers will not be able to answer their desk phones July 2-6.

They will focus on responding to inquires received by email, fax, and voice mail. Employees should be reminded to use the systems in place for answering their questions.

And by the way...

Employees are able to check their own leave balances online by going to www.portlandonline.com. Once you're there, click along the following link path:

1. Employees
2. Employees Portal
3. Services and Resources
4. Employment Information (log in here)
5. **Employee Address Change Form**

For PPA members

PPA Article 24.3 Vacation Put-Back

The Bureau of Human Resources has notified Fiscal Services that Fiscal is only authorized to process these requests if the member has previously completed a Court Unavailability form (and placed on file with the Court Coordinator's office for the dates of the requested put-back). The paperwork should include the Precinct/Division manager's authorization.

PPA Article 43.1

PPA members are authorized to work 5/8 and 4/10 shifts. Shifts other than 5/8 or 4/10 are not allowed, as well as partial working shifts worked across two days. Split shifts within one calendar day are allowed.

PPA Article 43.5

Officers, other than instructors, assigned to or from training programs will not receive overtime as a consequence of their reassignment, provided the officer is scheduled for four days off in each payroll period, which includes the overtime assignment.

UDARS

All UDARS need to be approved no later than the morning of the next business day (i.e., next day for 24/7 operations (if approvers are available).

Shift adjustments

Are allowed for full shifts and must be within the 28-day FLSA cycle. FLSA cycles always begin on a Thursday beginning of the payroll period and end on Wednesday, 28 days later. Adjustments are not allowed across these FLSA cycle dates. FLSA cycles for the remaining 2009 calendar year are:

6/11 - 7/8/09

7/9 - 8/5/09

8/6 - 9/2/09

9/3 - 10/28/09

10/29 - 11/25/09

11/26 - 12/23/09

12/24 - 1/20/10

It will be important to remind the scheduling sergeants and division/precinct timekeepers, along with the general PPA membership, of the reporting steps we have in place for the July 2 and July 16 paychecks. Posted to the Intranet are several options available to members when reporting a paycheck problem or issue. A resource sheet listing these options will also be distributed with the paycheck statements on July 2.

Dan Saltzman
Police Commissioner

Rosanne M. Sizer
Chief of Police



Portland Police Bureau
1111 SW 2nd Ave.
Portland OR 97204
www.portlandpolice.com