

## Overtime Slip FAQs

### Will I receive my overtime pay as quickly as I have in the past?

In previous communications, we reported that the timeline for timekeepers is significantly shortened. Timekeepers are now required to complete the payroll by 17:00 hours on Thursday. Previously timekeepers had until 12:00 hours on Mondays. It is important that all members meet the payroll timelines to assist Fiscal in meeting their goal of submitting the payroll on time. We all benefit with our checks being more accurate.

The process for getting overtime slips entered into SAP and reported on your paycheck is similar to how it was submitted previously:

1. Employee completes the OT slip. The back of the slip states: "Submit all overtime slips on a daily basis."
2. The first line supervisor must approve this OT slip.
3. The RU manager (or designee) must approve this slip. Usually, this is done by a shift lieutenant.
4. The OT slips are interoffice mailed to Fiscal Services.
5. Fiscal Timekeepers enter the information into SAP.
6. City of Portland's Central Payroll employees process this information and produce checks or direct deposit slips.

June is always the month with the highest volume of overtime slips due to Rose Festival activities. In anticipation of the July 2 paychecks, Fiscal staff contacted RUs and made visits to some of them, such as Central Precinct, in an attempt to collect all the overtime slips. These efforts by everyone made it possible for many overtime slips to arrive in Fiscal in time to have the overtime paid on the July 2 paycheck.

Unfortunately, a backlog of overtime slips arrived in Fiscal after the end of the June 10 pay period. A few of the reasons may have been:

- The employee may have turned the OT slip in a day or two late.
- The sergeant may have taken a day or more to approve the overtime.
- The OT slip may have landed on the lieutenant's desk on a weekend when they were on their days off.

It is important that you know: if you worked overtime before June 11 *and* your OT slip was submitted after the end of the June 10 pay period, your overtime will not appear on your July 2 paycheck. It will appear on your July 16 paycheck. With the compressed timeline that payroll is now on due to SAP requirements, it is critical that everyone involved in the overtime signoff process be as timely as possible.