

PROBATION DEPARTMENT DIRECTIVE

No:	777
Issued:	05/02/00
Post until:	05/31/00

SUBJECT: INTRADEPARTMENTAL VERIFICATION FOR PAYMENT OF TIME WORKED AT OTHER LOCATIONS

In order to prevent pay discrepancies resulting from time card errors, written verification of all time worked by employees at locations other than their assigned (permanent) location is now required. To accomplish this, the following procedures are effective immediately using the attached Intradepartmental Verification form:

Permanent Supervisor

- The permanent supervisor responsible for approving the employee's time card shall verify all time worked at other work locations by completing the top half of the attached Intradepartmental Verification form, and sending it to the supervisor who initialed the time at the location where the employee worked.
- Upon receipt of the completed form from the supervisor of the other location, the permanent supervisor shall verify the information provided to the information on the employee's time card. The permanent supervisor shall contact the supervisor or Director who completed the form if any discrepancies are noted.
- When the time is reconciled, the permanent supervisor shall sign the employee's time card. The permanent supervisor shall forward the time card and Intradepartmental Verification form to the Work Location Timekeeper, who shall retain the form in the employee's payroll folder for one year.

Supervisor Verifying Time Worked

- The verifying supervisor shall complete the bottom half of the Intradepartmental Verification form for the pay period indicated. The verifying supervisor shall use a separate line indicating date, start time, and end time for each date worked.
- When the form is completed, the verifying supervisor shall fax it back to the employee's permanent supervisor at the Fax No. indicated at the top of the form.
- The permanent supervisor shall submit the original form to the permanent Work Location Timekeeper to retain for one year in a special file established for the forms.

If either supervisor is not available to accomplish this verification process, the supervisor's Director shall assume responsibility for completing it.

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