

Series 400 Personnel	Effective Date 1/10/2017	Review Date Annually	Directive Number 401.6
Chapter 401 - Career Development			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
Reviewing Office Centralized Timekeeping/Payroll			
References			

PAYROLL AND PAYCHECKS

401.6 - 1 PURPOSE

The purpose of this directive is to outline the guidelines, policies, and procedures for prompt and efficient payment of wages for all members of the Detroit Police Department (DPD).

401.6 - 2 Biweekly Time and Attendance Report

1. In order to properly and effectively process timekeeping entries, Biweekly Time and Attendance Reports shall be completed every two (2) weeks by each command and submitted to Payroll. Information for the Biweekly Time and Attendance Report shall be transcribed from the Work Period Time Report (DPD268) that shall be maintained in each command. Biweekly Time and Attendance Reports shall be completed in two-week increments to coincide with actual pay periods. Each pay period will total fourteen (14) days and will begin on a Monday and end on a Sunday. The Biweekly Time and Attendance Reports are divided into five (5) sections.

- **Section One:** Shall be preprinted;
- **Section Two:** Shall be completed by the command timekeeper;
- **Section Three:** Shall be completed by the command timekeeper;
- **Section Four:** Shall be completed by the command timekeeper; and
- **Section Five:** Shall be utilized by Payroll

Payroll shall send *three (3)* copies of the Biweekly Time and Attendance Reports to each command along with any special instructions that may be necessary to assist in the completion of the report. The third copy of the Biweekly Time and Attendance Report may be used as a worksheet. Biweekly Time and Attendance Reports will contain the preprinted Payroll Unit, Payroll Schedule, and Payroll Period Dates at the top of each report page. The report may consist of one or more pages. Each page will be numbered in consecutive order. *All members shall be accounted for once in the preprinted Section One.*

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401.6 - 2.1 Command Responsibilities

Each command shall be responsible for reporting the time of each member whose *name* appears *preprinted* on the Biweekly Time and Attendance Report despite the fact that the member may have been transferred, assigned out to another command, etc.

401.6 - 2.2 Entries

All entries shall be made on a straight time hourly basis. Time shall not be converted before entries are made on the Biweekly Time and Attendance Report. If a number is a whole number, i.e. no fraction is involved; the space reserved for fractions shall be left blank. Under no circumstances shall a zero be recorded in this space.

401.6 - 2.3 Payroll Unit

1. A payroll unit is an entity within the command, which contains a given number of personnel as designated by the commanding officer. Payroll units may be developed by rank, shift, assignment, or any combination of these factors.
2. Payroll shall give each payroll unit a pre-selected number. This number will be preprinted at the top of the Biweekly Time and Attendance Report on the appropriate pages. Each payroll unit will receive a separate Biweekly Time and Attendance Report.
3. Whenever a commanding officer wishes to change the number or composition of payroll units, an Inter-Office Memorandum (DPD568) shall be submitted to Payroll outlining the *requested* changes.

401.6 - 3 Completion of Section One

1. **Section I** contains the sworn member's social security number, class code, S.P. (Split Pay) code and name (last name first). The information for Section I will be preprinted. *Occasionally, split payroll processing may occur.* Split pays *may* occur when two (2) or more different pay rates occur in a single pay period due to promotion, step increase, *the change of the* fiscal year, etc. When a split pay period occurs, a member's name will be displayed *twice on the* Biweekly Time and Attendance Sheets *for each class code on the member's payroll record.* The *first* row, adjacent to each name, will represent the time to be paid for that particular pay schedule *prior to the split.* The *second* row, listing the *member's social security number and class code,* will represent the time to be paid for that particular pay schedule *after the split.* Both rows on the Biweekly Time and Attendance Sheets shall be completed. Each individual's pay schedule has been preprogrammed into the computer.
2. For example, a pay period begins on June 27th and ends on July 10th. During the pay period a member receives a pay increase on July 1st. Therefore, a member is employed at two (2) different pay rates during one (1) pay period. The timekeeper shall place the time worked for June 27th through June 30th on the Biweekly Time and Attendance Report *row adjacent to the employee*

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name, social security number and class code. The time worked from July 1st through July 10th shall be recorded on the second row of the Biweekly Time and Attendance Sheet for the employee, listing only the social security number and the class code.

401.6 - 4 Completion of Section Two

1. **Section II** contains the following five (5) columns:

- REG. WORKED computer code 01;
- LEAVE OWED computer code 42;
- HOLIDAY WORKED computer code 64 (*Double Time/LSA Only*)
- OVERTIME computer code 80 (*1.5X Time*); and
- COURTEARNED computer code 82 (*1.5X Time*).

2. These columns represent time worked.
3. Time shall be posted on the line corresponding to the platoon on which it was worked.
4. Time worked on platoon one (1) shall be posted on line 1.
5. Time worked on platoon three (3) shall be posted on line 3.
6. Time worked on platoon two (2) shall be posted on the middle unnumbered line.

401.6 - 4.1 Regular Worked (01)

1. This column is used to record the actual hours of regular time worked by a member. The actual time worked shall be recorded on the line corresponding to the platoon that it was worked. This will ensure the proper payment of premium time.
2. Time taken off, such as compensatory time, sick time, etc. shall not be recorded in this column; nor shall time worked on a holiday be recorded in this column.
3. For example, a member is assigned to work ten (10) days on platoon one (1) during a two-week pay period and uses four (4) hours of compensatory time. In the *column for regular work (01)*, the timekeeper shall place a seventy-six (76) *on line 1 for platoon one*, and in the Comp. Time taken block, (32), a number four (4). Thus the member receives seventy-six (76) hours of *standard pay with shift premium for platoon one* and four (4) hours will be deducted from the member's compensatory time balance *and converted to a cash payment*.

401.6 - 4.2 Leave Owed (42)

Leave owed is a Payroll code that under normal circumstances shall not be utilized by timekeepers. The sole exception is for the executive timekeeper who may need to utilize this code for DPCOA leave coming.

401.6 - 4.3 Holiday Worked (63) (64) (65)

This column is to be used to record the actual hours worked on a holiday for members entitled to 2X compensation for hours worked on a holiday (currently DPLSA

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members are the only bargaining unit that has this entitlement). Overtime worked on a holiday shall be recorded in the overtime column (80). Members entitled to 1.5X premium compensation for hours worked shall be carried KOT 63. The maximum allowed holiday premium hours are limited by the regular scheduled shift exclusive of overtime. This information shall be entered in Section IV on the Time and Attendance Sheet. Members entitled to 1.0X premium compensation for hours worked shall be carried KOT 65. This information shall be entered in Section IV on the Time and Attendance Sheet.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Kind of Time (KOT) 63 • Kind of Time (KOT) 64 • Kind of Time (KOT) 65 | <p><i>Holiday Worked (1.5X Rate);
Holiday Worked (2.0X Rate); and
Holiday Worked (Straight
Rate/Civilians only on holiday
excused day).</i></p> |
|---|---|

401.6 - 4.4 Overtime (80)

This column is to be used to record all overtime earned; if overtime is to be compensated at 1.5X Rate.

401.6 - 4.5 Compensatory Time Earned at Straight Rate of Pay (81)

This column is to be used to record all overtime earned; if overtime is to be compensated at 1.0X Rate.

401.6 - 5 Completion of Section Three

1. **Section III** contains ten (10) columns:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Court time <i>earned</i> • Leave (<i>sworn</i>) • Comp taken • Sick time <i>taken</i> • E day/ DL day (<i>civilians</i>) • Furlough (<i>sworn</i>) • Holiday time - <i>entitled</i> • <i>Floating holiday (sworn)</i> • <i>Vacation time (civilian) - must use</i> • <i>Vacation (civilian)</i> • Bonus Vacation (<i>sworn</i>) • Disabled (<i>sworn</i>) | <p>computer code 82;
computer code 29;
computer code 32;
computer code 21;
computer code 23;
computer code 33;
computer code 35;
computer code 36;
<i>computer code 36;</i>
<i>computer code 28;</i>
computer code 28; and
computer code 03.</p> |
|--|--|

2. These columns have no timekeeping relationship to shifts worked and premium time earned. Time posted in these columns is recorded in hours and tenths of hours.

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401.6 - 5.1 Court Time (82)

This column is to be used to enter all time earned in off-duty court appearances. *Enter straight hours in hours and tenths of hours.*

401.6 - 5.2 Leave (29)

1. This column is to be used to record leave days taken by a member in a particular pay period. All leave days which are worked, regardless of the manner of compensation, will be counted in the Leave (29) column when totaling the Biweekly Time and Attendance Report.
2. If a member works any part or all of any scheduled leave day, eight (8) hours shall be recorded on the Leave (29) column. *The overtime that is worked on a leave day shall be entered according to the overtime rules into the appropriate section of the time and attendance sheet.*

401.6 - 5.3 Compensatory Time Taken (32)

All compensatory time taken by an individual member.

401.6 - 5.4 Sick Time (21)

This column is to be used for recording all sick time charged against a member's sick bank.

401.6 - 5.5 E Day/ DL Day (Civilians) (23)

This column is to be used for recording all emergency leave that is to be charged against a member's sick bank.

401.6 - 5.6 Furlough (33)

This column is to be used for recording hours taken as furlough. Holidays, B/V Days, etc. that are taken during the furlough period shall not be recorded in this column.

401.6 - 5.7 Holiday (35)

This column is to be used for recording the holiday hours that occur during a pay period. Eight (8) hours shall be recorded for each holiday occurring during a pay period whether or not a member works the holiday, provided the member is so entitled.

401.6 - 5.8 Floating Holiday (Swing Holiday Bank)

This column is to be used for recording hours taken as a *floating* holiday. *System programming defaults to the floating holiday bank if a balance is available. Timekeepers shall submit an adjustment following the Payroll to correct the system programming.*

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Bonus Vacation Days. This column is to be used for recording hours taken as bonus vacation days. *Bonus Vacation must be taken before compensatory time.*

401.6 - 5.10 Disabled (03)

This column is to be used for recording the hours that a member is carried disabled.

401.6 - 6 Completion of Section Four

The *most frequently used* kinds of time codes and their *common* names for the codes, which can be posted in this section, are listed at the bottom of the form in the left hand corner in the space marked "Other Kinds of Time."

401.6 - 6.1 Military Training and Jury Duty Service

Military training and jury duty service shall be recorded as Kind of Time 38. These entries shall be made in red ink. In addition, the appropriate designation either "military time" or "jury duty" shall be entered following the time code.

401.6 - 6.2 Recall Time (K.O.T. 66)

Recall Time may require that premium time be paid. Therefore, the kind of time code must be followed by the number that designates the platoon worked. A number is not required for platoon two, e.g., when a member has been recalled to the midnight or afternoon platoon, the kind of time code must be followed by a "1" for the midnight platoon or a "3" for the afternoon platoon. In Section Four, each box is divided into two (2) parts.

- a. In the upper part, record the Kind of Time (K.O.T.) code followed by a platoon code when premium time is to be paid; and
- b. In the lower part, record the hours and tenths of hours worked.

401.6 - 6.3 Absent No Pay and Suspended Without Pay

Entries for Absent No Pay (K.O.T. 83) and Suspended Without Pay (K.O.T. 84) shall be made in red ink.

406.1 - 6.4 Standby Time

1. *Standby Time shall be compensated at the rate of one (1) hour for every eight (8) consecutive hours scheduled on standby. Compensation shall be paid at a 1.0X straight rate of pay. Members may select a cash payment for the 1.0 hour or banking of compensatory time for the 1.0 hour. Members who elect a cash payment shall indicate their desire in writing to the timekeeper. The timekeeper shall carry standby time under Section Four as KOT 68"SB" in the upper part of the available box. Shift premium is not paid for standby. In the lower part of the box, record the total numbers of hours to be compensated in cash.*

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2. Standby time that a member elects to be compensated for through the banking of compensatory at the rate of one (1) hour for every eight (8) consecutive hours scheduled on standby, received at a 1.0X straight rate of pay, shall be submitted to Police Payroll on a Payroll Adjustment Request (DPD65). The adjustment shall indicate the total number of hours that the member has elected to bank with a request to "Increment the compensatory time bank and the prior compensatory time counter". The adjustment shall include an approved schedule for standby time as supporting documentation to the adjustment request.

401.6 - 7 Column Totals, Page Totals, and Batch Totals

401.6 - 7.1 Column Totals

At the bottom of the Biweekly Time and Attendance Report, directly beneath each kind of time/shift/hours column (Sections 2,3,4) are a series of boxes marked "Column Totals." Each column shall be totaled and the number recorded in the appropriate box beneath that column.

401.6 - 7.2 Page Totals

The column totals are added together to arrive at the page total, which is recorded in the box, located to the right and below totals on each page.

401.6 - 7.3 Batch Totals

A batch shall only include page totals from the same payroll unit. As soon as the payroll unit number changes, a new batch shall be started. This number is then recorded in the box marked "Batch Total."

401.6 - 7.4 Required Signatures

The commanding officer and the timekeeper responsible for completing the Biweekly Time and Attendance Report for a payroll unit shall affix their signatures in the space provided on *all* pages.

401.6 - 7.5 Submission and Distribution

1. The Biweekly Time and Attendance Report must be completed and submitted to Payroll prior to a date and time established by Payroll. This report shall be submitted on schedule to ensure that all premium time, overtime, etc. is included on the next paycheck for each member who has earned it. A late submission of this report *may* result in the late payment or recording of premium time, etc. for all members of that command, *or for members to be carried standard time and adjustments to the payroll to be submitted by the timekeeper.*
2. The completed original shall be returned to Payroll; one (1) copy shall be retained permanently by all commands.

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The Payroll Adjustment Request (DPD65) is provided for the purpose of correcting errors and omissions recorded on the Biweekly Time and Attendance Report. The Payroll Adjustment Request is self-explanatory and the distribution is printed on the form. Two (2) copies of the payroll adjustment request shall be prepared by the timekeeper and forwarded to Payroll. *Timekeepers shall submit applicable supporting documentation justifying the request for the adjustment. Adjustments shall be submitted for corrections to a prior payroll period. Under no circumstances shall corrections or additions from a previous payroll period be carried on a subsequent Biweekly Time and Attendance Report.*

401.6 - 7.7 Out of Rank Assignments for Sergeants and Lieutenants

1. Commanding officers shall not designate members of their command as acting in a higher rank. Only the Chief of Police may designate that a member is acting in a higher rank. If so designated, a personnel order announcing it will be promulgated and a copy of the personnel order shall be placed in the member's personnel file.
2. A commander or deputy chief requesting that a member be designated as acting in a higher rank shall prepare four (4) copies of a request on an Inter-Office Memorandum (DPD568) to the Chief of Police (through official channels) explaining the reason for the assignment, the effective date, the duration, and the date on which the officer will qualify for the out of class pay (which shall be retroactive to the first day). The requesting commander or deputy chief shall retain one (1) copy and three (3) copies shall be submitted through official channels to the Chief of Police. If approved by the Chief of Police, one (1) copy shall be forwarded to Payroll, one (1) copy shall be returned to the requesting commander or deputy chief, and one (1) copy shall be placed in the concerned member's Department personnel file.
3. If the request is denied, all copies will be returned to the commander or deputy chief who submitted the request. After the Chief of Police makes a determination in the matter, the member involved will be advised of the status. If the request is denied, a new assignment will be granted upon the member's request. On or about the effective payroll date, the commander or deputy chief submitting the request shall contact Payroll by phone for confirmation.

401.6 - 7.8 Out of Class Pay

Out of class pay will be paid after a member is officially designated by the Chief of Police to perform the duties of a higher rank for a period of thirty (30) consecutive days in an available budgeted position. Such pay shall be retroactive to the first day of such assignment. This procedure does not affect the authority of a commanding officer to assign a member as the officer in charge of a given entity within the command; however, such an assignment shall not entitle the member to out of class pay.

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Police Payroll will release the paychecks for commands operating on a 24-hour basis to the custody of the officer in charge of the *Control Desk* on the *day* prior to a scheduled payday. However, the officer in charge of the desk shall not permit distribution of paychecks prior to 7:00 p.m. *Commanding officers may request to pick up payroll checks directly from Payroll the day prior to a scheduled payday during designated times set by Payroll only. Commanding officers should take into consideration prior to requesting pick up directly from Payroll, that Payroll is not a 24 hour operation, and paychecks that are not picked up by the close of business will not be available for pick up until the following business day.*

401.6 - 8.2 Responsibility

All commanding officers shall be responsible for the safekeeping and proper distribution of all paychecks received by their respective commands. The commanding officer of the *Control Desk* shall have the additional responsibility of receiving and ensuring the safekeeping of all paychecks released to the custody of the officer in charge of the *Control Desk* by Payroll, until such time as they have been distributed to the proper commands.

401.6 - 8.3 Safekeeping

When a command receives a paycheck for any member or employee who is not available to pick it up due to an extended leave such as illness, furlough, etc., the paycheck shall be kept locked in a safe or drawer until such time as the member or employee, or designee reports to pick it up.

401.6 - 8.4 Distribution

It shall be incumbent upon all commands to pick up their respective payrolls at the earliest possible time after release to the officer in charge of the *Control Desk*. A payroll distribution list shall be maintained at the *Control Desk* and shall be retained for a period of one (1) month. Each member or employee shall be required to display proper identification when picking up a payroll *check*, unless identity is already known by the member or employee distributing the payroll. Further, each member or employee shall be required to sign name, badge number (where applicable), and assignment on the distribution list at the time the payroll is picked up.

401.6 - 8.5 Paycheck Distribution List

Each commanding officer shall maintain a paycheck distribution list comprised of the name of each member and employee of the command. Each member or employee shall be required to sign on the list upon receipt of the paycheck. Commanding officers shall retain each paycheck distribution list for a period of sixty (60) days.

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401.6 - 8.6 Family Member

When an immediate family member comes in to pick up a sworn or non-sworn member's paycheck, i.e., husband, wife, son and/or daughter, the member or employee who is distributing the checks shall be responsible for ensuring that such family member displays proper identification and signs the check distribution list prior to the check being released.

401.6 - 8.7 Other than a Family Member

When a person other than a family member comes in and requests to pick up a member or employee's paycheck, the member or employee distributing the check shall require such person to display proper identification. Furthermore, the sworn or non-sworn member distributing the check shall contact the sworn or non-sworn member whose check is being picked up, and verify that such person was designated to pick up the check. The person to whom the check is released shall then be required to sign the check distribution list.

401.6 - 8.8 Notification of Unusual Circumstances

1. The commanding officer of Payroll shall be notified of all unusual circumstances involving paychecks. Such circumstances shall include paychecks that are sent to the wrong location, undeliverable paychecks, and paychecks that are lost, destroyed, mutilated, etc.
2. Any member or employee who discovers or is aware of an unusual circumstance, as set forth above, shall report it to the supervisor on duty without delay. The supervisor shall ensure that Payroll is notified immediately during normal business hours, which are 8:00 a.m. to 4:00 p.m., Monday through Friday. Unusual circumstances during all other hours shall be reported promptly at the start of the next business day.

401.6 - 8.9 Misdirected

When a member's or employee's check is released or distributed to the wrong location, the paycheck shall be hand delivered to Payroll *promptly*, and Payroll shall be notified by telephone that the paycheck is being returned.

401.6 - 8.10 Undeliverable

Any paycheck that is not picked up by the proper person within 72 hours following distribution shall be hand delivered to Payroll. Furthermore, Payroll shall be notified by telephone that the paycheck is being returned. This procedure shall be followed only in those instances where it is not known if the check will be picked up within a reasonable time thereafter.

401.6 - 8.11 Missing

Prior to distributing paychecks, all commanding officers shall ensure that an inventory has been taken in order to determine if any paychecks are missing. If a member's or employee's paycheck is missing prior to distribution, a thorough search of the

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immediate area shall be made to ensure that the check was not misplaced, concealed, or inadvertently knocked or blown to the floor. If, after the search, the check is not found, the officer in charge of the command shall ensure that the commanding officer of Payroll is notified. If it is determined that the missing check was released by Payroll for distribution, the commanding officer of the concerned command shall cause an investigation to be initiated in an attempt to determine the circumstances leading to the check's disappearance and/or recovery.

401.6 - 8.12 Lost

A member who loses a check after distribution shall notify the supervisor on-duty at that member's place of assignment, as well as Payroll, as soon as possible. If a lost check is recovered after it has been reported to Payroll, the officer in charge of the concerned command, when such recovery is made, shall ensure that the commanding officer of Payroll is notified at the earliest possible time following the recovery.

401.6 - 8.13 Mutilated or Destroyed Paychecks

If a sworn or non-sworn member's paycheck is mutilated or destroyed beyond redemption, the member or employee shall report directly to Payroll with the remnants of the paycheck. Payroll will initiate the proper procedure for re-issue at a later date.

401.6 - 8.14 Stop Payment Form

In all cases of a lost or missing paycheck, a stop payment order shall be *prepared at Police Payroll* and forwarded to the Finance Department, Coleman A. Young Municipal Center. In order to minimize the possibility of a lost check being forged and cashed, sworn and non-sworn members are urged not to endorse their paychecks until they are ready to redeem them. Any member who loses a paycheck after it has been endorsed will not receive a substitute check should the original check be cashed.

401.6 - 8.15 Affidavit

If necessary, an affidavit shall be prepared giving the circumstances of the lost, missing, destroyed or mutilated paycheck.

401.6 - 8.16 Replacement Check Form

A request for replacement shall be prepared when necessary.

401.6 - 8.17 Direct Deposit

Direct deposit of a paycheck to a checking account is available to sworn and non-sworn members. Personnel wishing to exercise this option shall prepare the necessary forms in person at Payroll.

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401.6 - 9 Payroll Check Stub

401.6 - 9.1 Employee Data

The following information relates to the non-negotiable statement of earnings and deductions, which is attached to the paycheck:

- a. The employee's pension number is located in the top left corner;
- b. The letter to the right of the word "Payroll" indicates the payroll cycle for the employee;
- c. The dates of the payroll period and the date the check is issued follow to the right;
- d. *The control number for the payroll check request will follow the indicated pay date. Control numbers that begin with "ST5" indicate pay stubs where direct deposit processed. Control numbers that begin with "CK0" indicate pay checks where a paper check was processed.*
- e. The employee's name is entered in the space below the payroll period;
- f. Blanks are located to the right of the employee's name for direct deposit to bank accounts; and
- g. Entries will be made in these blanks only if the employee elects this option.

401.6 - 9.2 Earnings

The earnings section is divided into three (3) columns:

- a. Kind of Time;
- b. Time/Unit; and
- c. Amount.

401.6 - 9.3 Kind of Time Column

The Kind of Time column lists the type of earnings, i.e. regular time, overtime, shift premium, holiday, sick, etc.

401.6 - 9.4 Time/Unit Column

The Time/Unit column lists the units of payment in hours of contractual units.

401.6 - 9.5 Amount

The Amount column lists money earned for each category listed in the kind of time column.

401.6 - 10 Taxes, Deductions, and Reimbursements

This section is divided into three (3) types of columns:

- a. Type (of deduction);
- b. Amount; and
- c. Year to Date.

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401.6 - 10.1 Types of Deductions

The most common types of deductions are preprinted including:

- a. Federal F.I.C.A.;
- b. Federal withholding tax;
- c. Michigan withholding tax;
- d. Detroit withholding tax (year to date accumulations appear to the right of tax deductions);
- e. Hospitalization (U.S. Health, Blue Cross/Blue Shield, etc.);
- f. Benefit Plan (mandatory life insurance for all city employees);
- g. Life Insurance;
- h. Retirement deduction;
- i. Bonds;
- j. Deferred pay plan;
- k. Survivor benefit;
- l. Credit union shares;
- m. Bond purchase (when enough money has been deducted from previous checks or the current check to purchase a bond, the amount of the bond purchase will be entered here); and
- n. Bond balance (when a surplus amount of money has been deducted from previous checks or from the current check after purchase of a bond, the balance will be carried forward until enough money has been deducted for another bond).

401.6 - 10.2 Year to Date

This section lists the cumulative gross earnings for the year and the amount of vacation (*combination of furlough and bonus vacation*) time, compensatory time, prior compensatory time (*prior compensatory time listed on the paycheck stub is a counter, not a bank of available time for use*), sick time, and reserve sick time, and any other available banked time. Time banks are listed in hours. The total gross pay for the payroll period, total taxes and deductions for the payroll period, and the net amount of the check are listed in horizontal order at the bottom of the check stub.