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## **CFO DIRECTIVE NO. 2022-105-01**

**SUBJECT:** Payroll  
**ISSUANCE DATE:** June 10, 2022  
**EFFECTIVE DATE:** August 1, 2022  
**REVISION DATE:** August 26, 2024

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### **1. AUTHORITY**

- 1.1. State of Michigan Public Act 279 of 1909, Section 4s (2) states the chief financial officer shall supervise all financial and budget activities of the city and coordinate the city's activities relating to budgets, financial plans, financial management, financial reporting, financial analysis, and compliance with the budget and financial plan of the city.

### **2. PURPOSE/ OVERVIEW**

- 2.1. To provide guidance for the automated time & attendance system (UKG UltiPro) and to ensure that all worked and additional time is approved by leadership and captured accurately resulting in accurate payments to employees.

### **3. SCOPE**

- 3.1. This policy applies to all employees who are paid through the current payroll system.

*\*Employees covered by a union contract should refer to the collective bargaining agreement. This policy applies to union employees except to the extent the policy conflicts with the applicable collective bargaining agreement, in which case the provisions of the collective bargaining agreement on that subject will control.*

### **4. RESPONSIBILITIES**

- 4.1. All employees are required to attend UltiPro UTA Time & Attendance training to become familiar with recording worked time, verifying of timecards and submission of time off requests.
- 4.2. Employees and Supervisors have a shared responsibility to ensure employees time and leave is reported accurately and approved.
- 4.3. The OCFO Payroll division shall ensure all required record keeping and reporting procedures are followed.
- 4.4. The OCFO Payroll division is responsible for the calculation and timely processing of employee payroll to include the **approved** hours recorded in the automated time and attendance system, other earnings data, and all statutory and non-statutory (payroll taxes, withholdings).

### **5. POLICY**

#### **5.1. General.**

- 5.1.1. Time must be approved and submitted by the designated timeline, Noon on Monday following the pay period ending. When a holiday occurs on a timecard approval Monday, communication will occur if timelines are modified.
- 5.1.2. If an employee and/or supervisor fails to meet the established payroll timeline for time submission and/ or approval, the employee may not receive their pay on the normally scheduled pay date.

5.1.3.A bi-weekly report will be run to identify, by Department, employees whose time is not approved by the Approval Deadline.

5.1.3.1. Employees/ Supervisors who appear on the bi-weekly report repeatedly may be subject to disciplinary action.

5.1.4.No advances of pay, PTO banks or loans shall be issued to any employee.

## 5.2. Employees.

5.2.1.At the beginning and end of each shift, “Hourly” employees are required to record worked time by the approved method determined by Payroll or department leadership. Employees identified as “Weekly Roster” are required to submit their timesheet weekly.

5.2.2.Employees are responsible for reviewing data in the payroll system including pay statement data (e.g., earnings, compensation rates, sick, holiday, vacation, etc.), deduction (health, pension, etc.), and tax information (e.g., federal, state, and local taxes) in the time and attendance system. They should contact OCFO Payroll division when noticing any discrepancies.

5.2.3. Employees are prohibited from giving their badges to other employees for the purpose of having the other employee record their punches/swipes.

5.2.4.Employees are expected to notify management of any necessary changes with their schedule, including changes to a Lunch/Break as those deductions are automatically included in the employees assigned shift pattern.

5.2.5.In the event of a missed punch/swipe, employee badge challenge or if the time & attendance system is temporarily unavailable, the employee must notify his/her manager immediately. When necessary, the manager must report the concern and accompanied comment(s) to UltiDetroit for updating the employee’s timecard to reflect the correct punch/swipe.

5.2.6.Leadership or those identified as a Time and Attendance “PROXY” users should not routinely add manual punches/swipes to the employee's timecard. If edits are necessary, a comment should be applied. Proxy users should not be editing their own timecard.

## 5.3. Managers.

5.3.1.Managers are responsible for reviewing and approving employee timecards by no later than **Noon on Monday following the pay period ending.**

5.3.2.Managers are responsible for reviewing their employee time sheets for accuracy and making necessary updates (i.e., addressing unallocated time, missed punches, etc.) by the established payroll deadline (**Noon on Monday following the pay period ending**).

5.3.3.As updates are made in the time and attendance system, Leadership is expected to utilize comments or to document employee attendance occurrences as described in the Attendance Policy.

#### 5.4. Payroll Adjustments/ Corrections

- 5.4.1. Employees who have not been paid accurately which may include under and overpayments, are expected to report such discrepancies immediately to Management and to UltiDetroit.
- 5.4.2. OCFO Payroll should be notified by the Supervisor/ manager via email and contain information such as employee ID, date(s) of error, reasoning for error, etc., and supporting documentation for audit purposes.
- 5.4.2. Employees who are due additional hours/compensation may request for a Supplemental payment if the amount owed is 16 hours or more. Approval for a Supplemental payment must be approved by 1) the employee's immediate Manager, 2) Department Director (if the employee's immediate manager is the Department Director, then approval from a Group Executive or COO must be obtained) and 3) Chief Accounting Officer/ Controller. Approved adjustments will be processed in the next scheduled Supplemental Run.
- 5.4.3. Supplemental payments will only be processed when the employee's base or regular hours have been shorted (e.g., overtime, tool and clothing allowances will not be included in a supplemental payment but will be included in the next regular payroll run)
- 5.4.4. Adjustments less than sixteen hours will be added to the employees next regularly scheduled pay date following notification.

#### 5.5. Overpayments

- 5.5.1. Employees are responsible for certifying that their payroll calculations are accurate by reviewing the provided pay stub each pay period. In the event of calculation/deduction errors, employees are expected to report such inaccuracies immediately to Management and or to UltiDetroit.
- 5.5.2. In the event that an employee is overpaid, at least one pay period prior to the recovery occurring, a letter from OCFO Payroll division will be presented to the employee explaining the overpayment, amount due, and recovery options.
- 5.5.3. Employees who have not fully repaid the overpayment and are retiring and/or terminating employment will be presented the option to have any remaining recovery balances deducted from their final pay granted authorization has been obtained. Overpayments not fully recovered will be forwarded to an outside firm (collection agency) for further handling.

#### 5.6. Payment Methods

- 5.6.1. The City of Detroit's method of payment is electronic. All employees shall receive pay electronically via direct deposit or a pay card. An electronic statement of earnings is made available prior to pay date on UltiPro. Employees are responsible for reviewing their pay statements and report discrepancies to Leadership or UltiDetroit.
- 5.6.2. Employees are responsible for making any additions and changes to their direct deposit via the Employee Self Service (ESS) module.
- 5.6.3. In the event of an employees returned direct deposit due to incorrect banking information provided, correction payments will be processed in the next regular scheduled payroll process.

### 6. DEFINITIONS

- 6.1. *Approval Deadline*: The deadline for approval **12 noon (EST)** the Monday following the pay period ending.

- 6.2. *UltiPro HRIS System*: Time & Attendance and Payroll system design to capture employee time and process payroll for all City of Detroit Employees.
- 6.3. *UTA*: Ultimate Time and Attendance module
- 6.4. *CBA*: Collective Bargaining Agreement
- 6.5. *OCFO*: Office of the Chief Financial Officer (OCFO) Department within the City of Detroit responsible for processing payroll for all City of Detroit UltiPro employees.
- 6.6. *Pay group*: System identifier to pay employees based on pay period and pay dates.
- 6.7. *UltiDetroit* – Payroll Services.
- 6.8. *Pay Groups*: Employees are assigned to one of the following Pay Groups and are expected to adhere to the guidelines stated below:
  - 6.8.1. *Bi-Weekly* – Employees who are paid on a biweekly basis based on their time and attendance submissions and approvals. Includes both exempt and non-exempt employees. Employees are responsible for recording worked time, reviewing and submitting their timecard weekly for approval.
  - 6.8.2. *Auto Bi-Weekly* – Employees who are automatically paid 80 hours of pay based on the biweekly pay period. The current employees in auto pay have been grandfathered in and no new employees shall be added after November 9, 2018. Any new employees added to the pay group must be approved by the Steering Committee.
  - 6.8.3. *Fire 336* – Fire Department employees who work a 24-hour shift with department code FIR
  - 6.8.4. *Semi Monthly* – Employees are paid automatically their standard hours and only need to record exception hours. Pay dates occur on the 15th and last day of the month. Job Titles include: 36th District Court Judges, Mayor, and City Council.
  - 6.8.5. *Long Term Disability (LTD)* – Grandfathered DDOT employees who are paid based amounts submitted and approved by the Risk Management team.

***Violations to this policy is subject to further disciplinary action up to and including discharge.***