

## 16.105 CORRECTION OF ERRORS ON DEPARTMENT PAY CHECKS

### ***Procedure:***

#### A. Errors on paychecks

1. When the figures regarding time, overtime, court time, sick and vacation on the check stub do not agree with what the individual employee believes to be correct, the following steps will be taken:
  - a. Unit records will be checked to make sure correct information was submitted. All time records are unit based and must be submitted from the unit to be entered on the payroll register.
  - b. If the unit records indicate that the information was recorded and forwarded correctly, the employee's supervisor will be so advised.
2. A Form 17 will be prepared to the bureau commander from the section or district commander, giving the name, rank, assignment, employee number, and a resume of the problem. A notation will also be included that unit records were checked and are correct.
3. The bureau commander will review and forward the complaint to the Fiscal and Budget Section through the Resource Bureau.
4. The Fiscal and Budget Section will investigate and correct any error detected.
  - a. The complainant will be contacted by telephone explaining the action taken.
  - b. A copy of the Correction Form (changes to vacation, sick leave, and leave without pay), if needed, will be sent to the individual through channels.
  - c. Individuals will not call the Fiscal and Budget Section directly, as it will slow the process.