



SUBJECT

Policy Series 400: Compensation
446 - Pay Summary

AMENDS

REFERENCE

PPBM - 401 Department Paychecks/Direct Deposits

RESCINDS
PPBM 446-4

I. INTRODUCTION

The Board of Police Commissioners pays all employees by direct deposit every other Friday.

II. POLICY

A. Direct Deposit Advices

1. The Direct Deposit Advice issued to each employee includes three parts:
 - a. The Direct Deposit Advice is sent to the employee via their Department e-mail on Wednesday of the pay week.
 - *b. When a member is on an extended leave, the member's Direct Deposit Advice will be mailed via postal service to the member's address on file.
 - c. The Employee's Statement of Earnings and Deductions shows total compensation and deductions for the pay period as well as year-to-date totals.
2. Unless otherwise directed in this policy, all questions about pay should be directed to the Accounting and Payroll Section.

B. Pay Periods and Paydays

1. Department pay periods are two weeks (14 days) in length. Each pay period begins on Sunday of week one and ends on Saturday of week two.
2. The Direct Deposit Advices are issued to employees on the first Wednesday following the end of each pay period and deposited on that Friday. For example:

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

- 1 Pay Period Begins
- 14 Pay Period Ends
- 15 New Pay Period Begins
- 20 Payday for Pay Period of Days 1 – 14

3. If a regular payday (Friday) falls on a bank holiday, your net pay will be available at your financial institution on the Thursday before, unless otherwise directed by the Chief of Police or their designee.

C. Federal, State, and City Taxes

1. The department requires each member to complete a Federal Employee's Withholding Allowance Certificate or Form W-4. The W-4 determines the amount of federal tax withheld from an employee's paycheck. To change the withholding rate, a member must complete a new W-4 which may be obtained by contacting the Accounting and Payroll Section.
2. The department requires each member to complete a Missouri Employee's Withholding Allowance Certificate or Form MO W-4. The MO W-4 determines the amount of state tax withheld from an employee's paycheck. To change the withholding rate, a member must complete a new MO W-4 which may be obtained by contacting the Accounting and Payroll Section.
- *3. The Earnings Tax of Kansas City is levied at 1% of taxable gross pay of all department members.

D. Miscellaneous

1. Questions concerning health, life, supplemental life, dental insurance, deferred compensation and Section 125 Premium Savings Plan (flexible spending account) should be directed to the Human Resources Division.
2. Questions concerning payroll deductions for the Credit Union should be directed to the Credit Union.
- *3. Questions concerning Workers' Compensation and/or any other payroll items should be directed to the Accounting and Payroll Section.

David B. Zimmerman
Chief of Police

Adopted by the Board of Police Commissioners this ___ day of _____, 20__.

Leland Shurin
Board President

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