

BILL NO. 79 -2014
AN ORDINANCE

AMENDING THE PERSONNEL CODE, SECTION 70-703 PAYROLL TIME SHEET TO MATCH THE CURRENT PROCESS USED FOR THE SUBMISSION OF TIME SHEETS

Whereas the Council of the City of Reading hereby ordains as follows:

Section 1. Amending § 70-703 of the Personnel Code as follows:

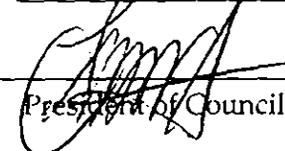
§ 70-702. Payroll administration. [Amended 10-26-2009 by Ord. No. 59-2009]

Every department director shall be responsible for implementing payroll procedures as stipulated in the employee handbook. Only employees filling positions defined in § 70-201 and authorized in the annual Position Ordinance, as defined in § 5-212, shall be paid wages and earn benefits including, but not limited to, sick time, vacation time, participation in the pension program, etc.

§ 70-703. Payroll time sheet.

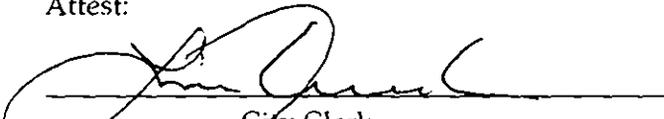
- A. A payroll time sheet shall be completed for every employee for every pay period by the Supervisor or his/her designee.
- B. The time sheet is to be signed submitted by the Supervisor or his/her designee, and the employee.
- C. All times sheets are submitted to the Payroll Division after they are verified for accuracy. Administrative Services Department along with a checklist for accuracy to the payroll clerk by the supervisor or his/her designee. Said checklist should identify that all time sheets for his/her Department have been submitted along with any special instructions for the Administrative Services Department.
- D. Time sheets are verified by the payroll clerk and submitted to Administrative Services Department for processing.
- E. Payroll and time sheets are returned to the payroll clerk for final check.
- F. Time sheets are returned to the Department for verification and retention.
- D-G. The Administrative Services Department will provide fiscal analysis for cost centers.

Section 2. This ordinance shall become effective ten (10) days after it adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

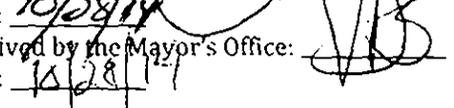
Enacted: Oct 27 2014


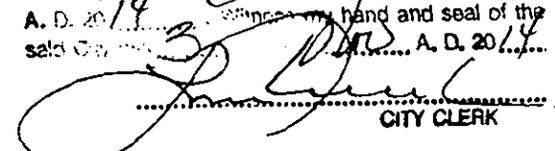
President of Council

Attest:



City Clerk
(Council Staff/Law)

Submitted to Mayor: 
Date: 10/28/14
Received by the Mayor's Office: 
Date: 10/28/14

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Ordinance passed by the Council of the City of Reading, on the 27 day of Oct, A. D. 2014. Witness my hand and seal of the said City on the 27 day of Oct, A. D. 2014.


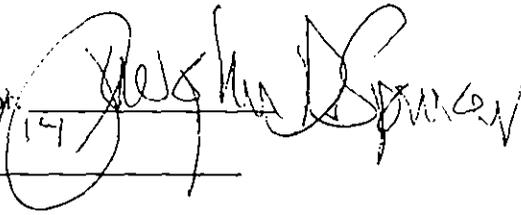
CITY CLERK

Approved by Mayor:

Date: 3/3/14

Vetoed by Mayor:

Date: _____

 Wesley H. Spence