

Payroll Records

1018.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of office members who are eligible for the payment of wages.

1018.2 POLICY

The St. Mary's County Sheriff's Office maintains timely and accurate payroll records.

1018.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

If the total hours worked during the work period qualify the employee for compensatory time or overtime, the adjustment shall be accomplished by the SMCG Department of Finance during the processing of the time sheets. Submissions shall only include the total hours worked each day.

For procedures related to Payroll, see the St. Mary's County Sheriff's Office LE Procedures Manual: [PAYROLL](#)

1018.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to as established by the County payroll procedures.

For procedures related to Time Requirements, see the St. Mary's County Sheriff's Office LE Procedures Manual: [WORK SCHEDULES](#) and [ALTERNATIVE WORK SCHEDULES](#)

1018.5 LEAVE

St. Mary's County Sheriff's Office personnel are eligible to receive all leave and benefits according to the Manual of Personnel Policies and Procedures of St. Mary's County Government as outlined in the county manual. Due to the 24/7 required operations of the Sheriff's Office, the policies and procedures contained in the SMCSO Policy Manual supersede the policies and procedures of the county manual.

For procedures related to Leave, see the St. Mary's County Sheriff's Office LE Procedures Manual: [TYPES OF LEAVE](#), [REQUESTING LEAVE](#), and [ACTIVITY AND LEAVE REPORTING PROCEDURES](#)

1018.6 RECORDS

The Sheriff or designee shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

St. Mary's County Sheriff's Office

LE Policy Manual

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