

TOWN OF ATLANTIC BEACH

Payroll Process

The Town of Atlantic Beach operates on a Thursday through Wednesday pay week. We get paid every two weeks, on Wednesdays.

Hours worked per year:

Regular	2080
Police	2184
Fire	2756

Before overtime/comp time can be obtained, the following hours must be worked:

Regular full-time	40 in a 7 day period
Police full-time	171 in a 28 day period
Fire full-time	212 in a 28 day period
Regular part-time	40 in a 7 day period
Police PRN	43 in a 7 day period
Fire PRN	53 in a 7 day period

***worked:** Regular hours worked includes actual hours worked which were both scheduled and unscheduled; required training classes, conferences and seminars; and Town meetings. Vacation, sick, holiday and used comp hours do not get included in hours worked when calculating overtime or earned comp hours.

Employees on a 7 day cycle:

Regular full-time or regular part-time:

Days 1 – 7: Get paid up to 40 regular hours per week, then comp/overtime for any hours works over 40 hours in the 7 day cycle (part-time employees are not eligible for comp time). Full-time regular employees get paid any sick, vacation, or comp hours which they requested, but only until they reach a full check of 40 hours. If there is a holiday, they will be paid the full additional 8 hours.

Days 7 – 14: Same as days 1 – 7

Police PRN employees:

Days 1 – 7: Get paid up to 43 regular hours per week, then overtime for any hours works over 43 hours in the 7 day cycle.

Days 7 – 14: Same as days 1 - 7

Fire PRN employees:

Days 1 – 7: Get paid up to 53 regular hours per week, then overtime for any hours works over 53 hours in the 7 day cycle.

Days 7 – 14: Same as days 1 – 7

Employees on a 28 day cycle:

Police:

Days 1 – 14: Get paid 84 regular hours, regardless of actual number of hours worked. If there is an observed paid holiday during this two (2) weeks, the 8.5 hours of holiday pay will be included in this check. Vacation and sick days are marked, but hours are not tabulated until the next paycheck.

Days 15 – 28: Get paid the actual number of hours worked all 28 days, minus 84 hours. The vacation, sick, and other holiday hours (as well as comp used) are calculated in during this cycle. No matter how many hours they request to be added to their check, only add the amount needed to reach a full, 84 hour paycheck. To calculate their comp earned/overtime pay, as they have already been paid for 84 hours, take the total number of hours worked in the 28 days, minus 84, minus 87 (b/c they have to work 171 hours in a 28 day cycle before they are eligible for overtime or comp time).

Fire:

Days 1 – 14: Get paid 106 regular hours, regardless of actual number of hours worked. If there is an observed paid holiday during this two (2) weeks, the 11 hours of holiday pay will be included in this check. Vacation and sick days are marked, but hours are not tabulated until the next paycheck.

Days 15 – 28: Get paid the actual number of hours worked all 28 days, minus 106 hours. The vacation, sick, and other holiday hours (as well as comp used) are calculated in during this cycle. No matter how many hours they request to be added to their check, only add the amount needed to reach a full, 106 hour paycheck. To calculate their comp earned/overtime pay, as they have already been paid for 106 hours, take the total number of hours worked in the 28 days, minus 106, minus 106.

**If a full time fire or police department employee is scheduled to be on leave for a number of days in which we are aware that the 106 paid hours during the first 14 days can't all be met w/in the full 28 days, their payroll will be calculated using straight hours worked to avoid overpayment.

SICK/VACATION/COMP TIME VERIFICATION PROCEDURE

To run the *accumulated leave report* from ICS, do the following:

- 2 Payroll
- 5 Monthly Procedures Menu
- 5 Print Accumulated Leave Report