2-07/080.15 - Pay and Leave Management

This section has the following responsibilities:

- record and update employee records in CWTAPPS to reflect the compensatory period for Occupational Injury or Illness claims received from the Disability Management and Compliance Unit;
- research and resolve employee pay discrepancies;
- ensure, through CWTAPPS or manually prepared documents, that all time variances are reported to the Auditor-Controller for timely and accurate payment. Initiate special salary payments for uniform allowance, sick leave cash reimbursement, special event overtime, etc.;
- distribute all pay warrants and direct deposit stubs issued by the Auditor Controller;
- process all manual outgoing reports upon proper written notification from Personnel Administration Bureau;
- serve as the Department's primary liaison for employee pay purposes with the County Auditor-Controller, Tristar and Disability Management and Compliance Unit;
- respond to requests for salary verifications, PORF, child support payments, lost wages, subpoenas, etc.;
- assist the Advocacy Unit in resolving restoration and settlement agreements;
- coordinate employees' participation in the Leave Donation Program;
- provide assistance to employees inquiries through the Employee Service Center;
- oversee and direct the update and correction of employee leave balances in CWTAPPS via Unit timekeepers and Pay and Leave Management staff;
- record and monitor maternity, military, FMLA and other leaves of absences;
- maintain a time card on each employee, excluding Reserve Deputy Sheriff personnel, and record all information which has a direct effect on an employee’s pay, record eligibility for sick leave cash reimbursement, percentage sick leave, military leave and industrial injury or illness leave;
- ensure through the County Wide Timekeeping and Payroll Personnel System (CWTAPPS) that all time variances are recorded and entered for timely and accurate payment;
- provide training and ongoing assistance to all consolidated and non-consolidated Time Accountants, operations and scheduling staff, and other Departmental personnel as needed;
- provide quality control measures to ensure all Units, both consolidated and non-consolidated operations are in compliance with the Auditor-Controller and Departmental rules and regulations pertaining to timekeeping; and
- provides expert witness services and payroll documents on behalf of the County as required by legal action.