



Virginia Task Force 2

Urban Search and Rescue

Administrative Manual

VA-TF2 Staff Payroll Process

ISSUE STATEMENT

To establish a procedure for the processing of time and attendance (T&A) records for VA-TF2 office staff consisting of the Program Manager, Administrative Technician, Logistics Coordinator, and Training Coordinator positions.

REQUIRED ACTIONS

- The VA-TF2 Program Manager is currently an exempt Fire Operations Uniformed position and does not require a timesheet to be submitted to the Fire Payroll Division. The Program Managers regular work week hours are pre-posted in the Fire Department Telestaff staffing program. All leave requests are posted directly to the Fire Department Telestaff staffing program. All hours are checked and approved by the Fire payroll division Supervisor. The Fire Payroll Clerk maintains the Program Manager T&A records. All records are kept at the Fire Administration Payroll Division.
- The VA-TF 2 Administrative Technician position is a City of Virginia Beach non-exempt full-time position. The Account Clerks regular work week hours are pre-posted in the Fire Department Telestaff staffing program. The Program Manager will check and approve the T&A in Telestaff for accuracy.
 - Any leave requests or overtime cards are checked and approved in Telestaff by the Program manager.
 - Over time hours for non-exempt staff employees are recorded on the City of Virginia Beach Fire Department Overtime Compensation Request card (Form No. VBFD 14-2 rev. 7/01).
- The VA-TF 2 Logistics Coordinator position is a City of Virginia Beach non-exempt part-time position. The Logistics Coordinator will enter the actual hours worked each day into the Fire Department Telestaff Program. The Program Manager will check and approve the work hours in Telestaff for accuracy.
 - Any leave requests or overtime cards are checked and approved in Telestaff by the Program manager.
 - Over time hours for non-exempt staff employees are recorded on the City of Virginia Beach Fire Department Overtime Compensation Request card (Form No. VBFD 14-2 rev. 7/01).



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- The VA-TF 2 Training Coordinator position is a City of Virginia Beach non-exempt part-time position. The Training Coordinator will enter the actual hours worked each day into the Fire Department Telestaff Program. The Program Manager will check and approve the work hours in Telestaff for accuracy
 - Any leave requests or overtime cards are checked and approved in Telestaff by the Program manager.
 - Over time hours for non-exempt staff employees are recorded on the City of Virginia Beach Fire Department Overtime Compensation Request card (Form No. VBFD 14-2 rev. 7/01).
- The VA-TF2 Program Manager will forward the original overtime cards to the Fire Department Payroll Clerk for processing payroll.

PAYROLL PROCESSING AND RECORD RETENTION:

- Once all overtime hours are approved and recorded into the Telestaff staffing program and forwarded to Fire Administration/HR payroll for processing, the Fire Department Payroll Clerk will input all overtime hours into the CVB Insite Accounting Program. (see City of Virginia Beach Payroll Calendar).
- City of Virginia Beach employees are paid semi-monthly via Direct Deposit.
- All original overtime records are held at Fire Administration.
- The City of Virginia Beach Record Retention schedule is 3 years, then destroy.