primepoint
HR & Payroll

LET'S TEAM UP.

Advantages to Automating Challenging Public Safety Scheduling & Pay Rules

Steven Usarzewicz, Director
Primepoint, LLC

Payroll & Reporting Challenges in Public Safety

Unique aspects of Public Safety make incorporating the traditional functions of payroll, HR, time keeping, benefit time management, schedules, and leave of absence management at best difficult, and at times impossible.

How do we overcome the hurdle: Public Safety applications don't always work well for the entire municipality or don't integrate with existing technology?

Payroll & Reporting Challenges in Public Safety

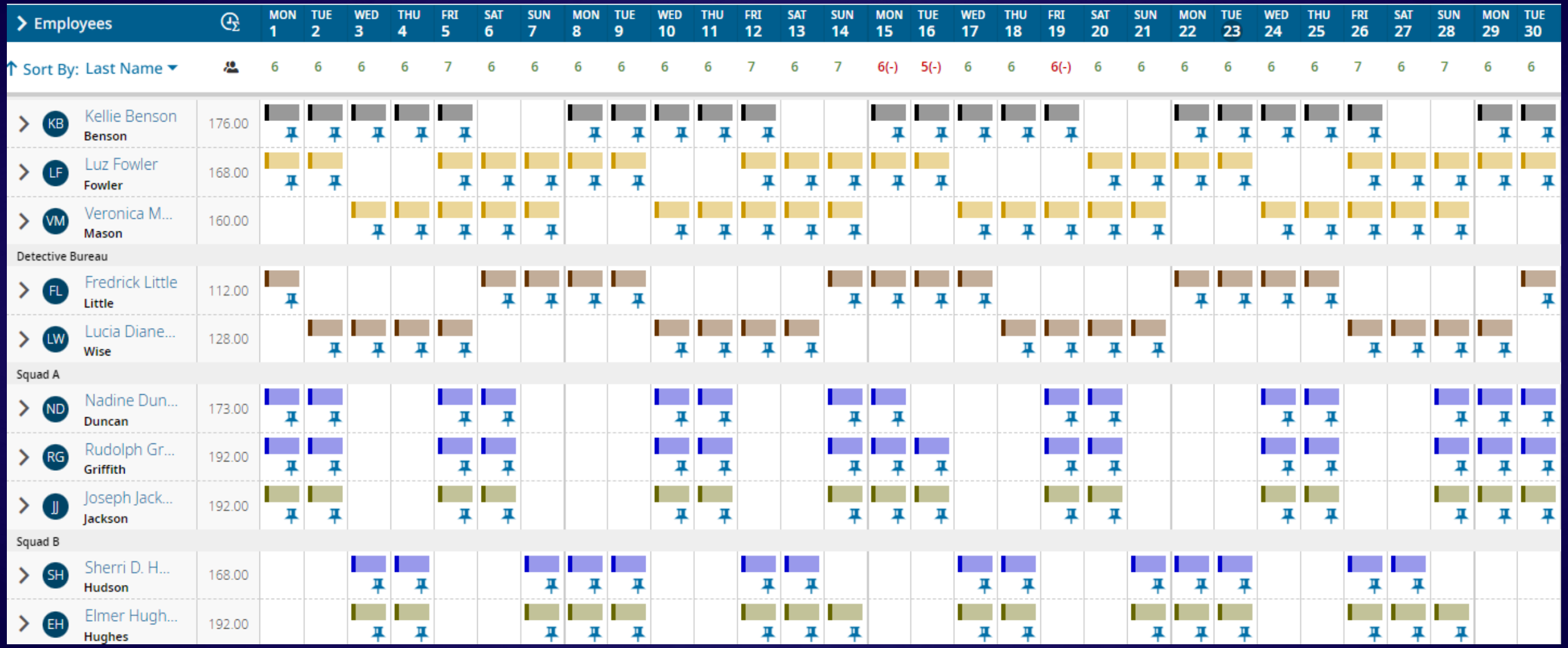
- 24 / 7 Scheduling & Manpower Management
- FLSA Overtime Tracking
- Leave Management
  - FMLA
  - Military
  - Workers Comp
- Complex Reporting Needs
- GL Issues

Payroll & Reporting Challenges in Public Safety

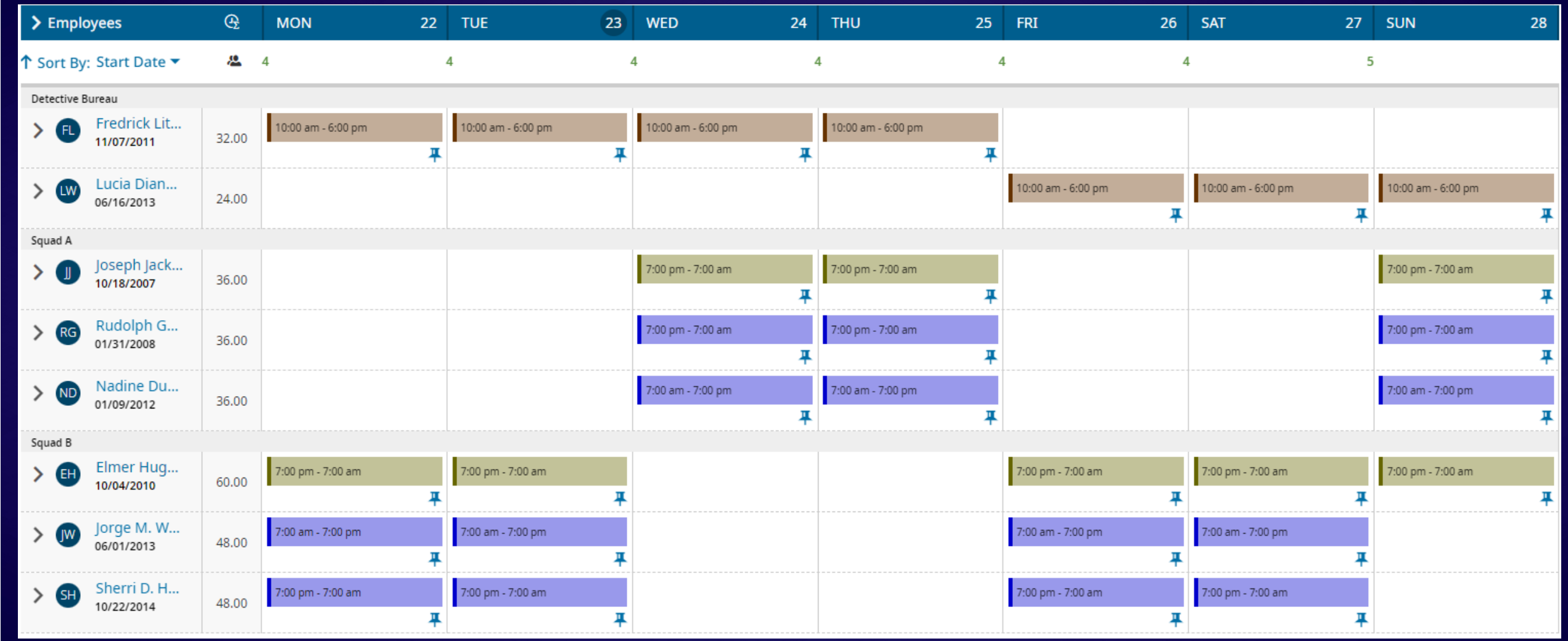
24 / 7 Scheduling & Manpower Management

- Traditional & Non-Traditional Schedule Rotations
  - Police (8, 10, and 12-hour shifts)
    - 5 on – 2 off
    - 4 on – 4 off
    - Pitman (ex: 2 on-2 off, 3 on-2 off, 2 on-3 off)
    - PT and SLEO
  - Fire / EMT (24 or 10, 14-hour tour splits)
    - 24 on - 72 off

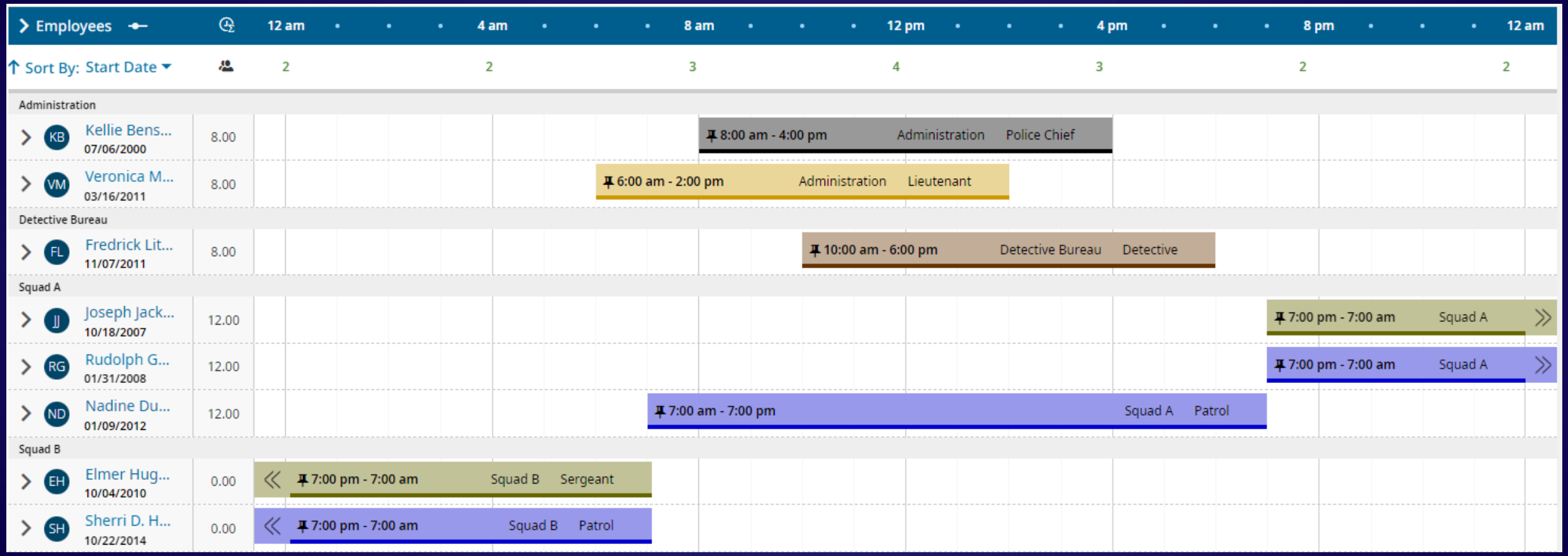
Payroll & Reporting Challenges in Public Safety



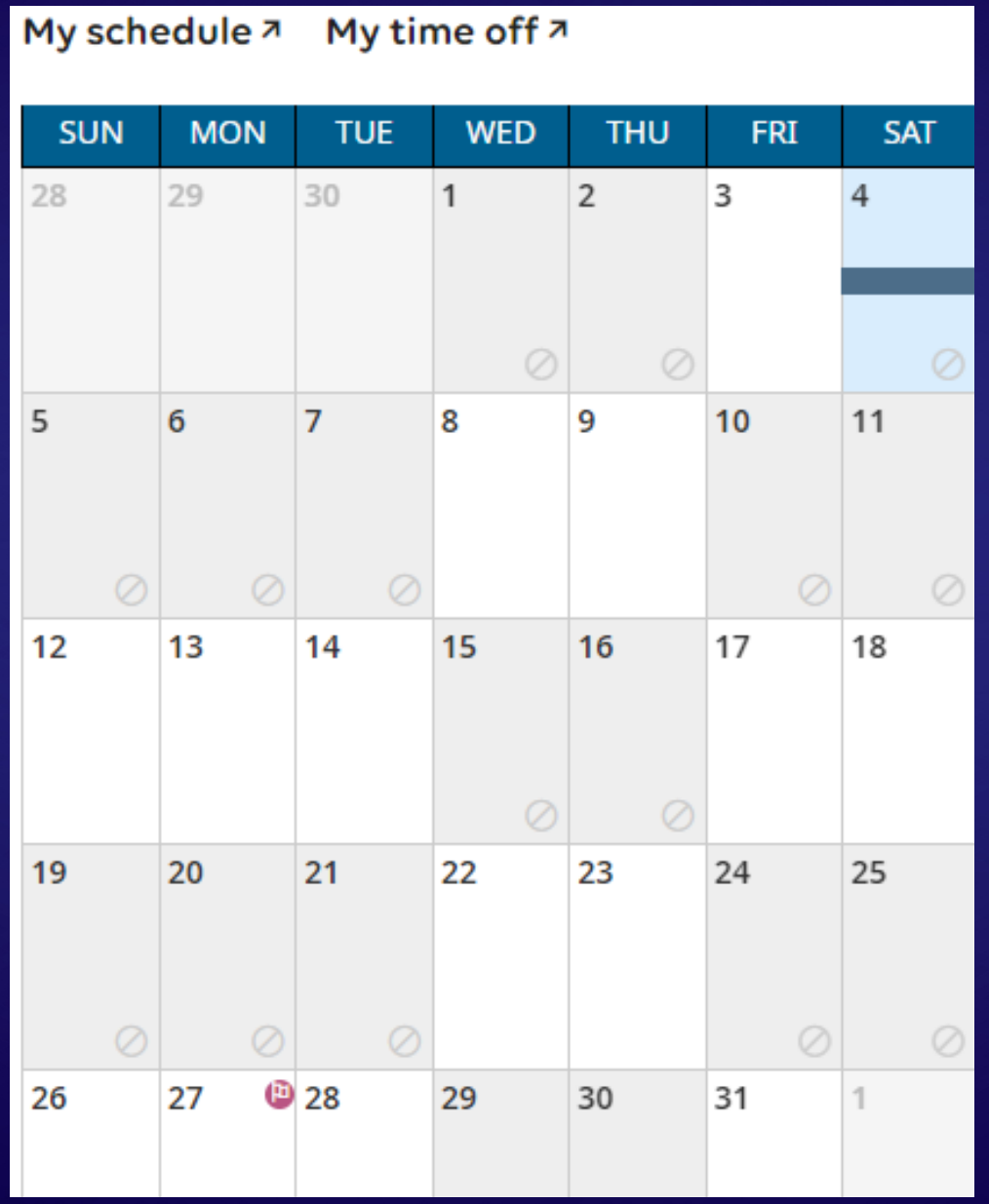
Payroll & Reporting Challenges in Public Safety



Payroll & Reporting Challenges in Public Safety



Payroll & Reporting Challenges in Public Safety

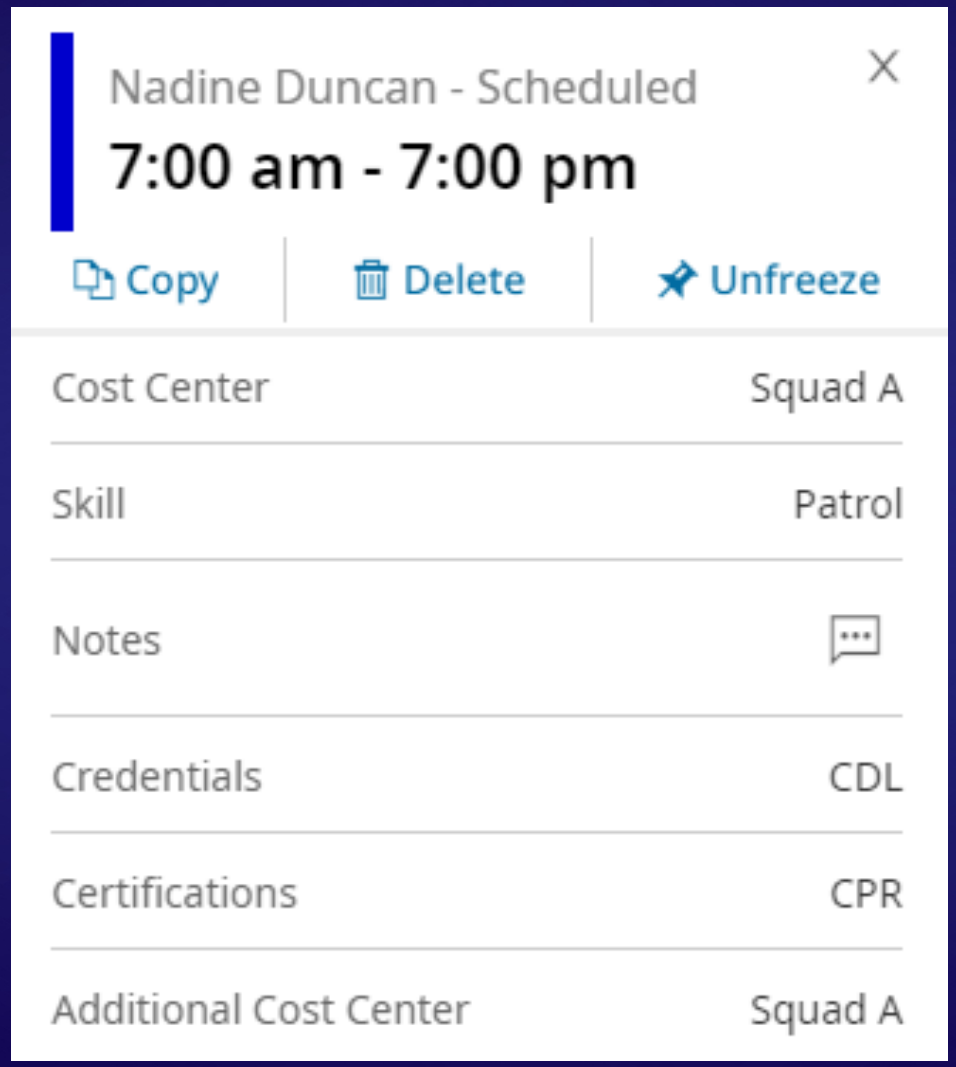


Payroll & Reporting Challenges in Public Safety

24 / 7 Scheduling & Manpower Management (cont.)

- Qualifying credentials (CPR, CDL, Continuing Education, etc.)
  - Maintained / Managed by HR ?
  - Automated notifications to Officer and HR that credential is expiring

Payroll & Reporting Challenges in Public Safety



Payroll & Reporting Challenges in Public Safety

Name	Violations
Kellie Benson	Does not have the correct Skill, Does not have the required Credential, Does not belong to the cost center, Already Scheduled
Fredrick Little	Does not have the correct Skill, Does not have the required Credential, Does not belong to the cost center, Already Scheduled
Lora Holland	Does not have the required Credential
Melanie Gilbert	Does not have the required Credential
Luz Fowler	Does not have the required Credential, Does not belong to the cost center
Jorge M. West	Does not have the required Credential
Betsy V. Saunders	Does not have the correct Skill, Does not have the required Credential, Does not belong to the cost center, Already Scheduled
Marcos Joseph	Does not have the required Credential
Henrietta Fitzgerald	Does not have the required Credential

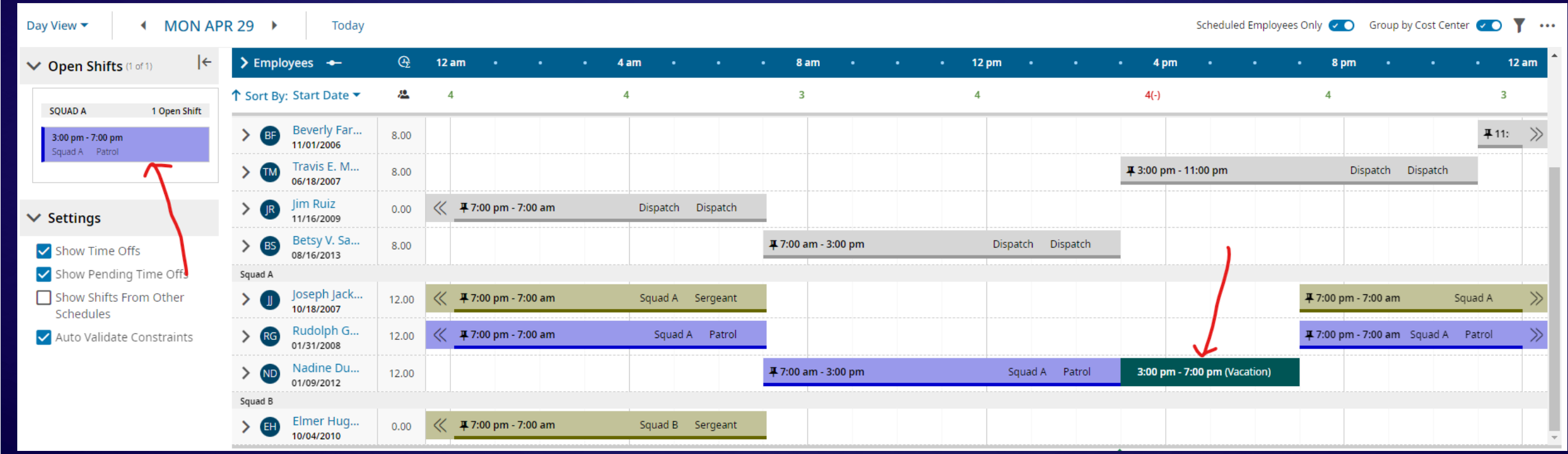
Payroll & Reporting Challenges in Public Safety

24 / 7 Scheduling & Manpower Management (cont.)

- Management of benefit time (PTO, Vacation)
  - Minimum Manpower Requirements
    - Shift Swaps – who gets paid and when
- Open Shift, Grants, Outside Detail & Extra Duty
  - Fairness Rotations
  - Shift bids
    - Customizable Approval workflow or
    - Auto-approve capabilities

Payroll & Reporting Challenges in Public Safety

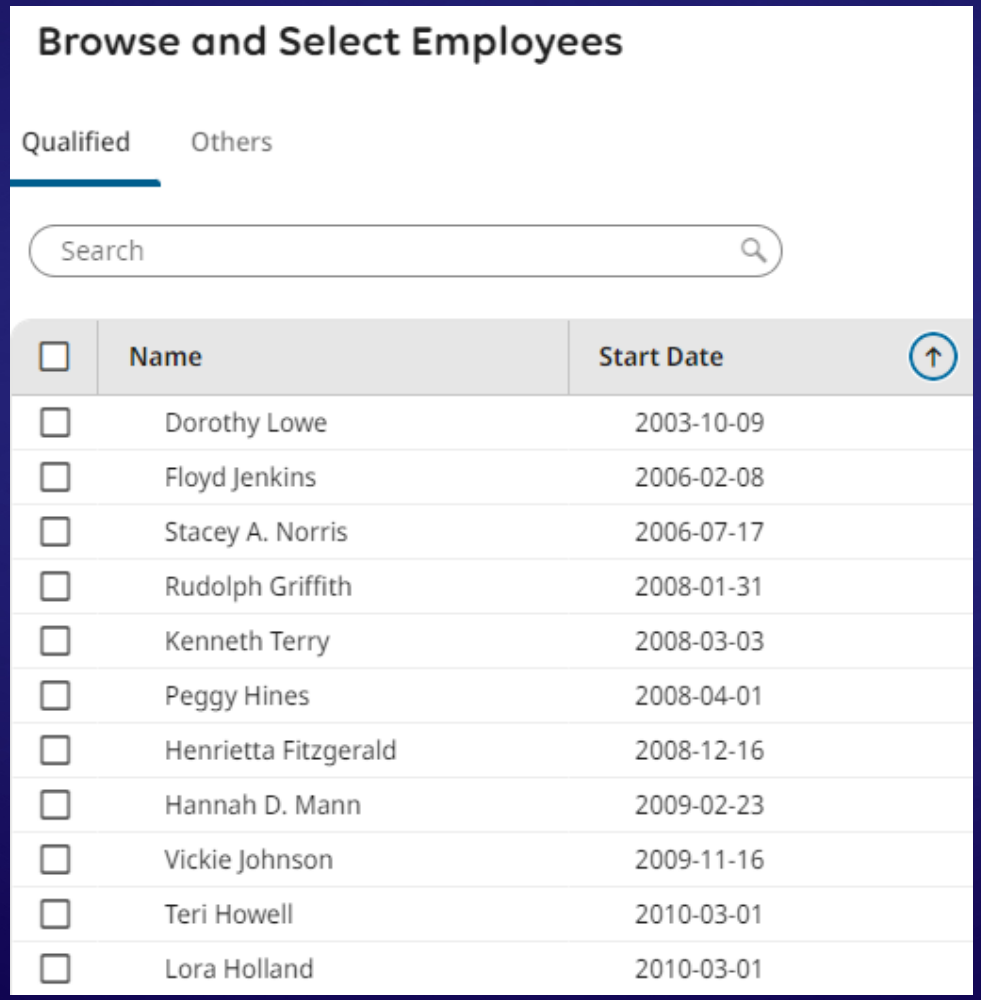
- Management of benefit time (PTO, Vacation)



Payroll & Reporting Challenges in Public Safety

Open Shift, Grants, Outside Detail & Extra Duty

- Fairness Rotations



Payroll & Reporting Challenges in Public Safety

Open Shift, Grants, Outside Detail & Extra Duty

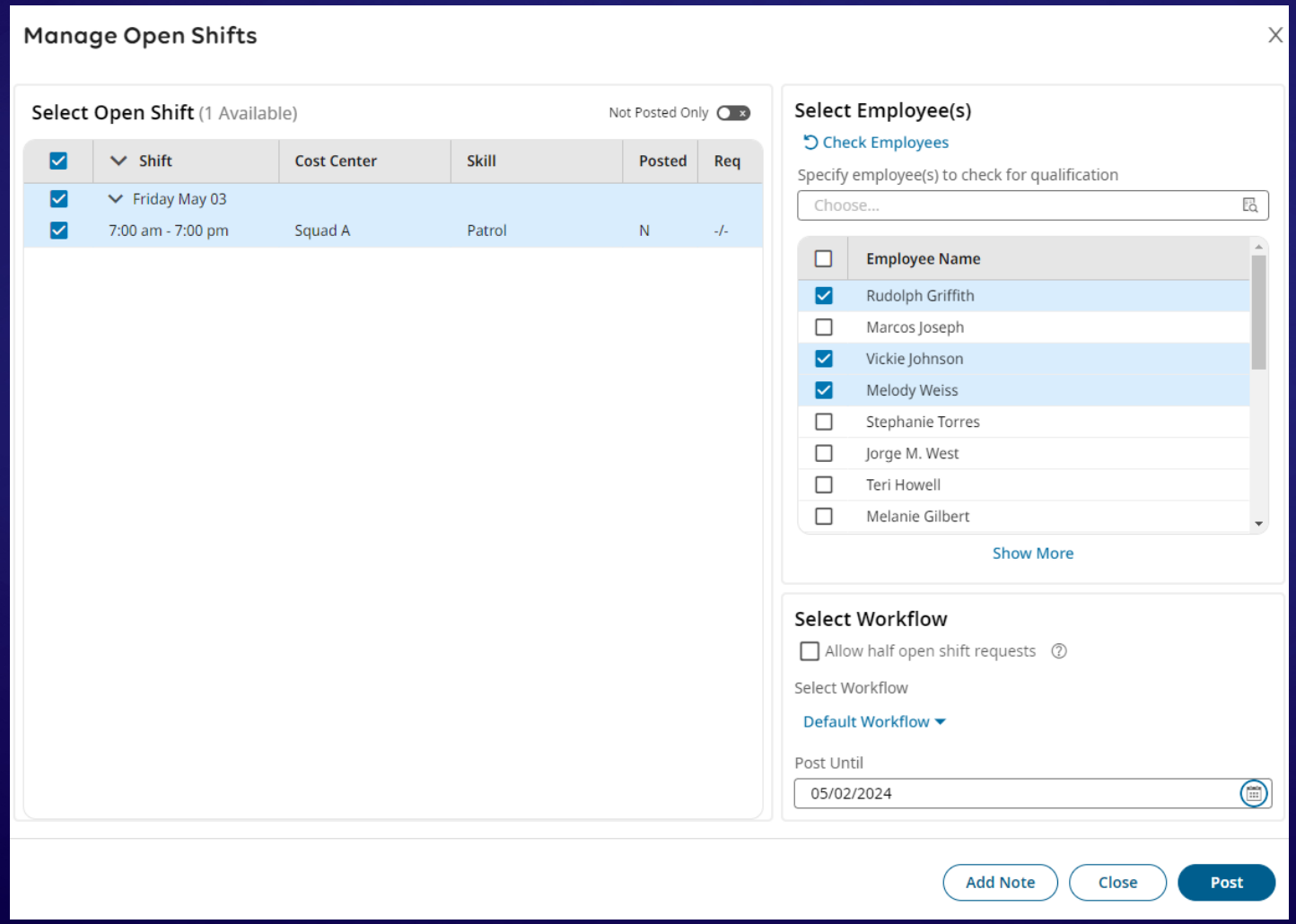
- Fairness Rotations

Rank	Officer	Phone	Last Date Worked
5- Officer	Hogan, William	555-555-5555	5/12/2023
5- Officer	Fowler, Luz	555-555-5555	7/20/2023
5- Officer	Norton, Edmund	555-555-5555	7/28/2023
5- Officer	Griffith, Rudolph	555-555-5555	8/3/2023
5- Officer	Johnson, Vickie	555-555-5555	9/18/2023
5- Officer	Norris, Larry	555-555-5555	10/9/2023
5- Officer	Gilbert, Ronald	555-555-5555	10/13/2023
5- Officer	Ruiz, Jim	555-555-5555	11/16/2023
5- Officer	Jackson, Joseph	555-555-5555	1/11/2024
5- Officer	Hughes, Elmer	555-555-5555	2/7/2024
5- Officer	Terry, Kenneth	555-555-5555	2/7/2024
5- Officer	Maxwell, Travis	555-555-5555	4/15/2024
5- Officer	Holland, Brett	555-555-5555	4/25/2024
4- Sergeant	Goodman, Emily	555-555-5555	1/1/2022
4- Sergeant	Garrett, Wilson	555-555-5555	1/13/2022

Payroll & Reporting Challenges in Public Safety

Open Shift, Grants, Outside Detail & Extra Duty

- Posting Shifts / Shift Bids



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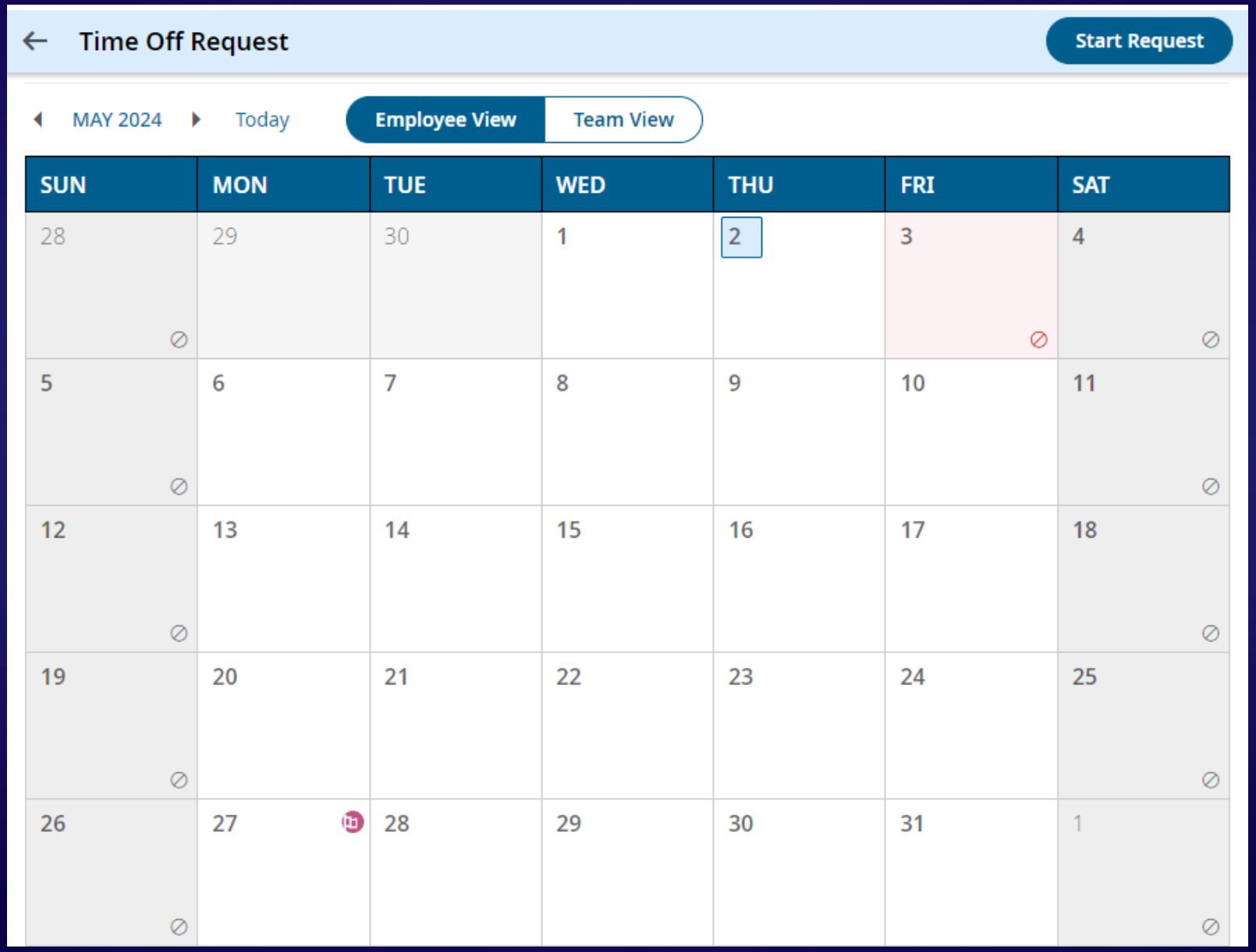
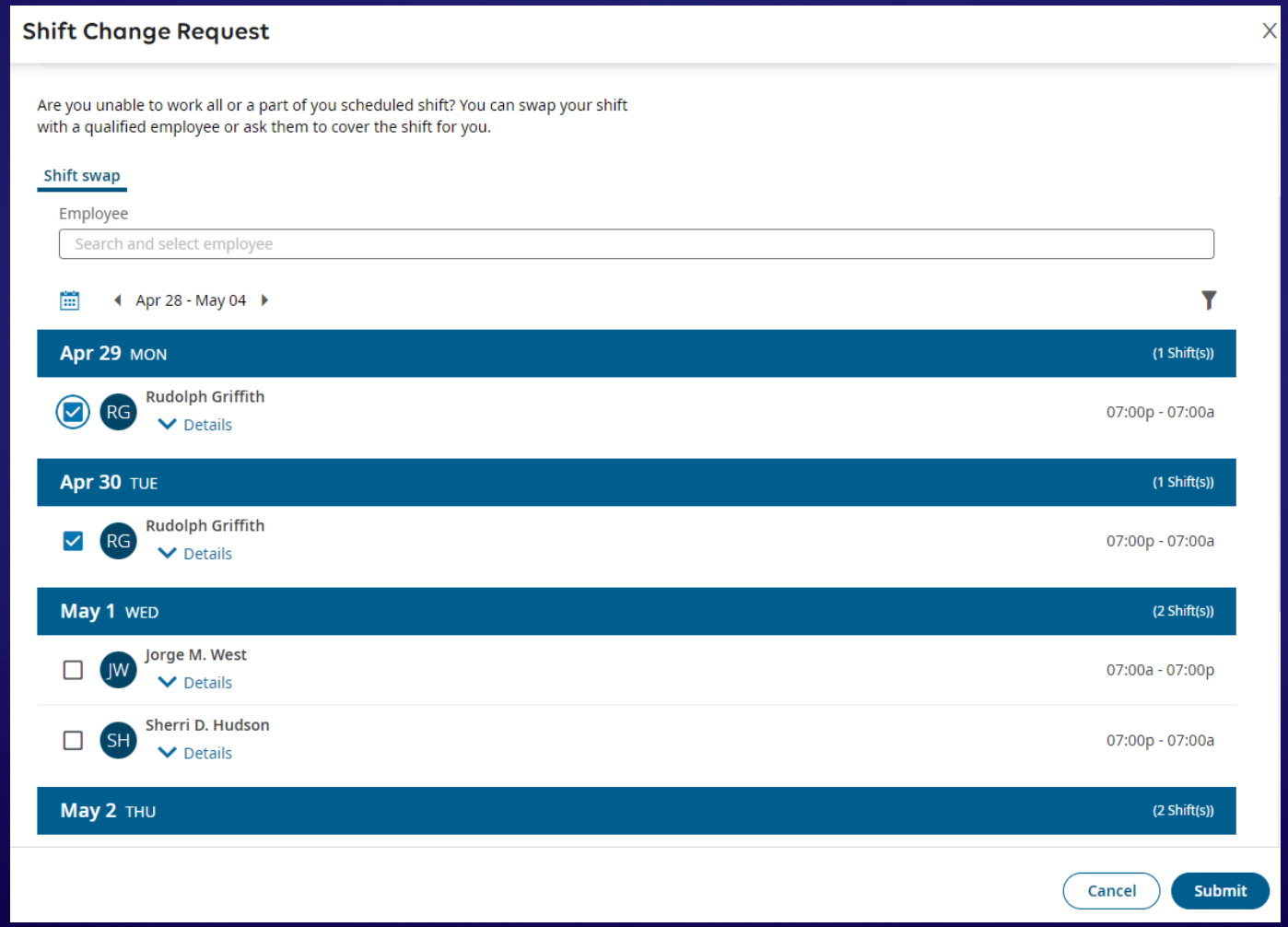


Payroll & Reporting Challenges in Public Safety

- Shift Swaps – who gets paid and when



Payroll & Reporting Challenges in Public Safety

24 / 7 Scheduling & Manpower Management

- Resistance to change
- Hesitancy of leadership to embrace newer technology

Payroll & Reporting Challenges in Public Safety (cont.)

FLSA Overtime

- Tracking rolling periods across multiple pay cycles
  - Example: Bi-weekly or Semi-monthly payroll, 24-day rolling FLSA period
- Reliance on Paper Overtime and/or Benefit Time Off Requests due to workflow requirements

Payroll & Reporting Challenges in Public Safety (cont.)

FLSA Overtime

- Tracking rolling periods across multiple pay cycles

DESCRIPTION:

Applies hours worked within a specific number of days as of a certain date that is not rolling to a specific Counter. After the Counter is selected, additional configuration may be set up to control what counts toward the Counter, how to distribute hours in the Counter, and any overrides that should be applied to the Counter.

12

Required Settings

Over Custom **182.00** Hours Worked In A **24**-Day Period, Assign To **Half Time**

Ignore The Following Overtime Counters:

- Fire Detail
- Call Back
- 24 Day OT
- 24 Day ST

Filters & Additional Settings

What Counts Toward Half Time

- Any Work Time Entry
- Time Off Category: **39** Time Off Categories (Counts for Fire OT)
  - Paid Military Leave
  - Unpaid Military Leave
  - Paid Suspension
  - ...
- All, But Cost Center (7, Day Status): Trade

Half Time Distribution Rule

1. Last Time Entry (Chronologically)

TAGS:

182 Hour Half Time

Payroll & Reporting Challenges in Public Safety (cont.)

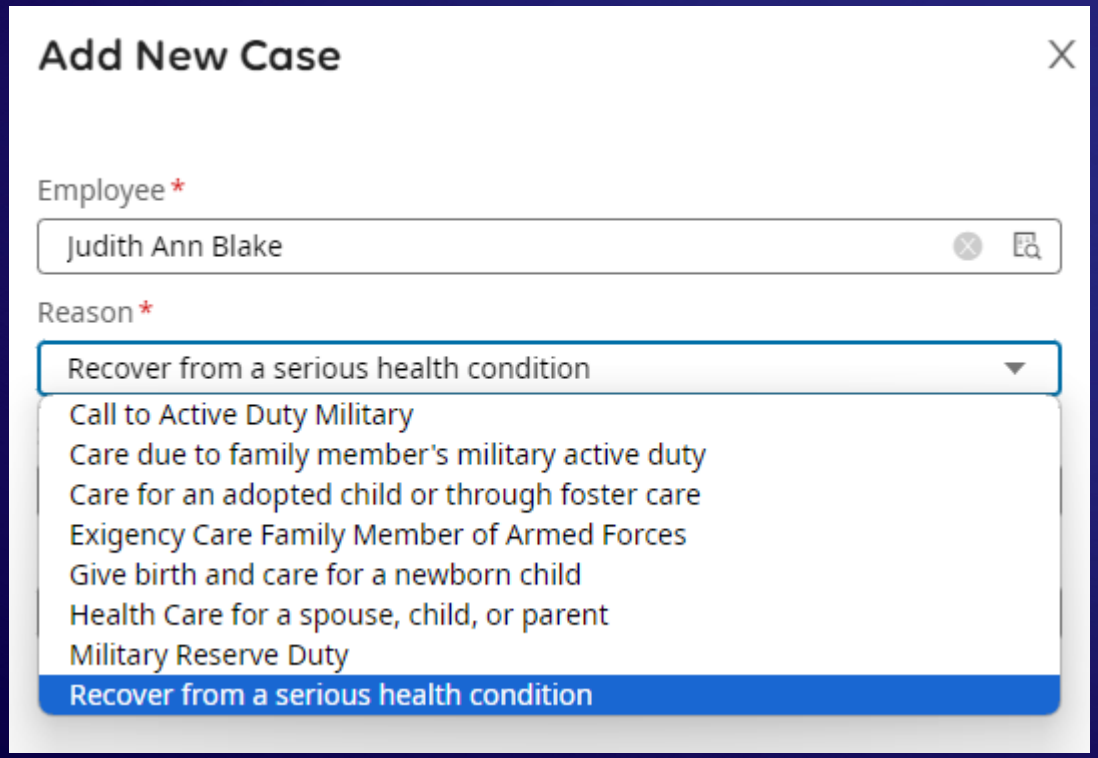
Leave Management

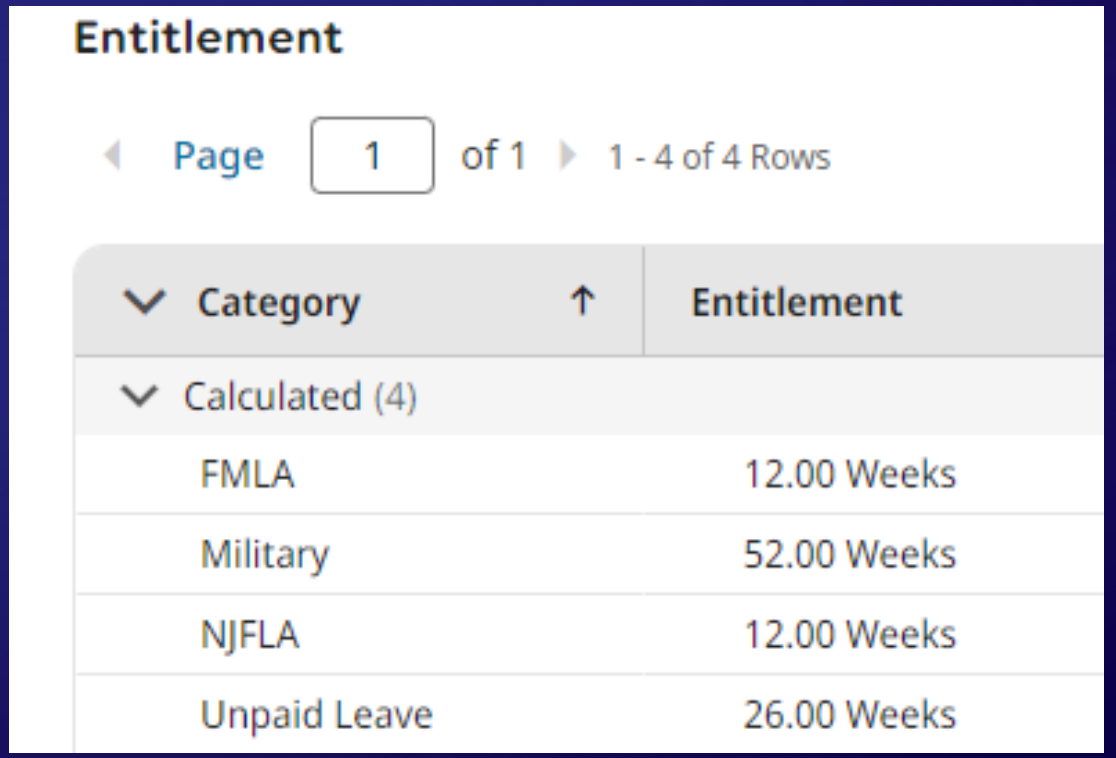
- FMLA
  - Federal Form Repository
  - Secure HIPAA compliant collect document workflow
- Military Leave
- Unpaid Leave of Absence

Payroll & Reporting Challenges in Public Safety (cont.)

Leave Management

- FMLA





Payroll & Reporting Challenges in Public Safety (cont.)

Leave Management

- Federal Form Repository – Autofill form from HR & Leave Case data

Notice of Eligibility & Rights and Responsibilities under the Family and Medical Leave Act

U.S. Department of Labor Wage and Hour Division

WAGE AND HOUR DIVISION

DO NOT SEND TO THE DEPARTMENT OF LABOR. PROVIDE TO EMPLOYEE.

OMB Control Number: 1235-0003
Expires: 6/30/2026

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

Date: 04/30/2024 *(mm/dd/yyyy)*

From: TLMSCHEDULERDEMO *(Employer)* To: Judith Ann Blake *(Employee)*

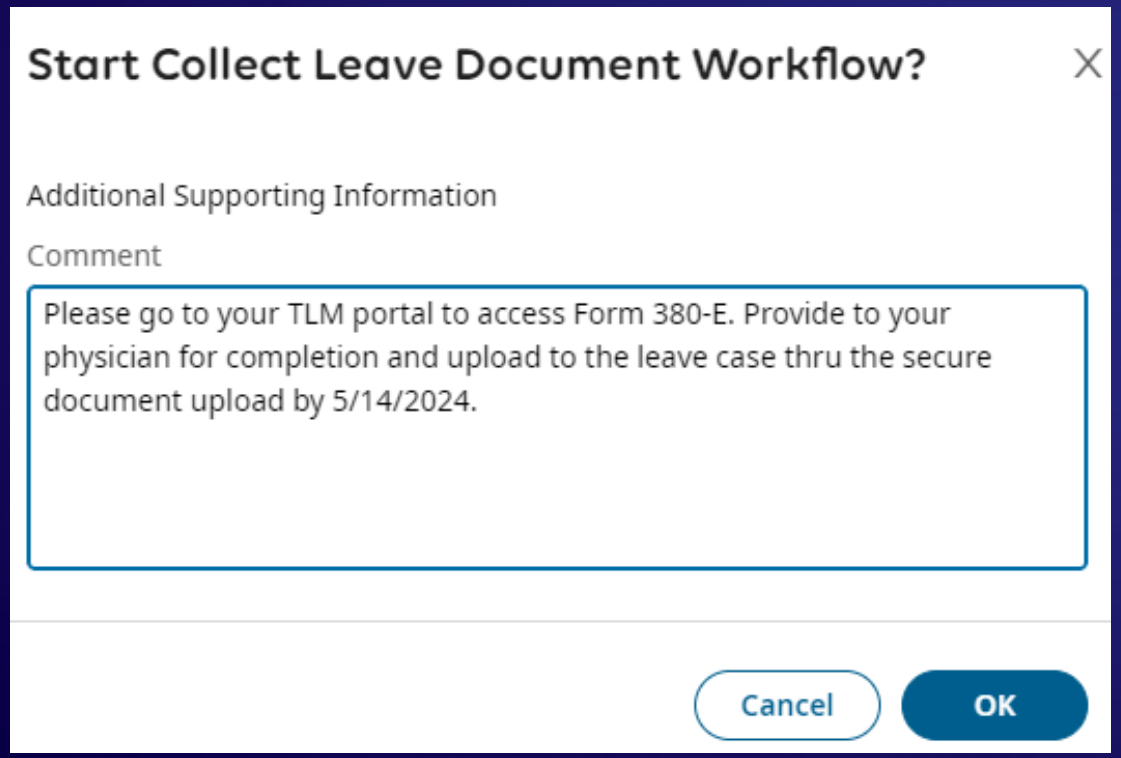
On 04/30/2024 *(mm/dd/yyyy)*, we learned that you need leave *(beginning on)* 05/01/2024 *(mm/dd/yyyy)* for one of the following reasons: *(Select as appropriate)*

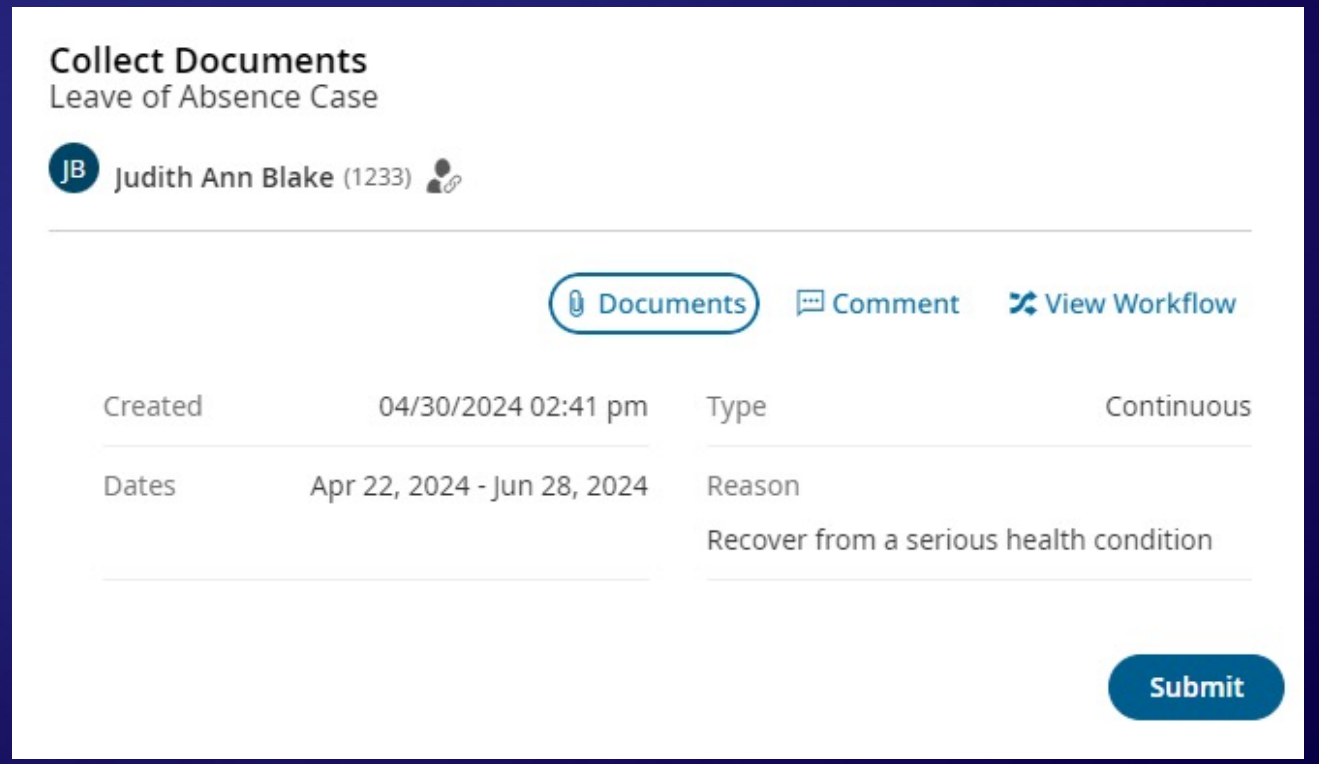
- ☐ The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- ☑ Your own serious health condition

Payroll & Reporting Challenges in Public Safety (cont.)

Leave Management

- Secure HIPAA compliant collect document workflow





Payroll & Reporting Challenges in Public Safety (cont.)

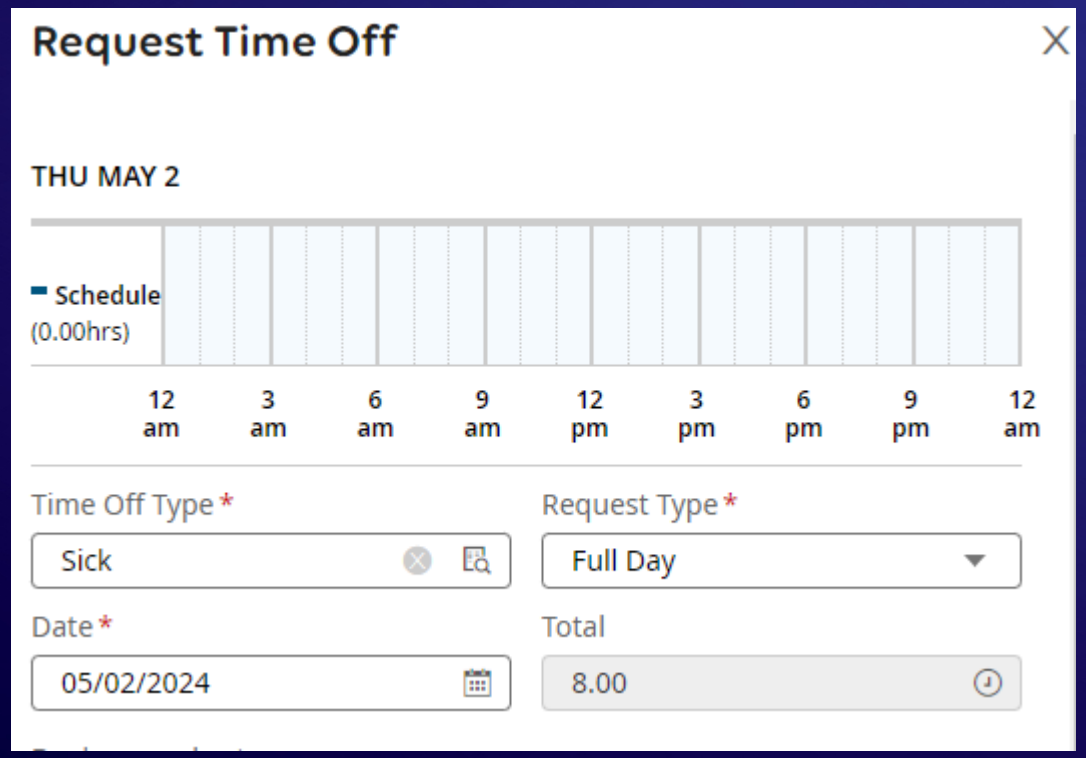
Leave Management

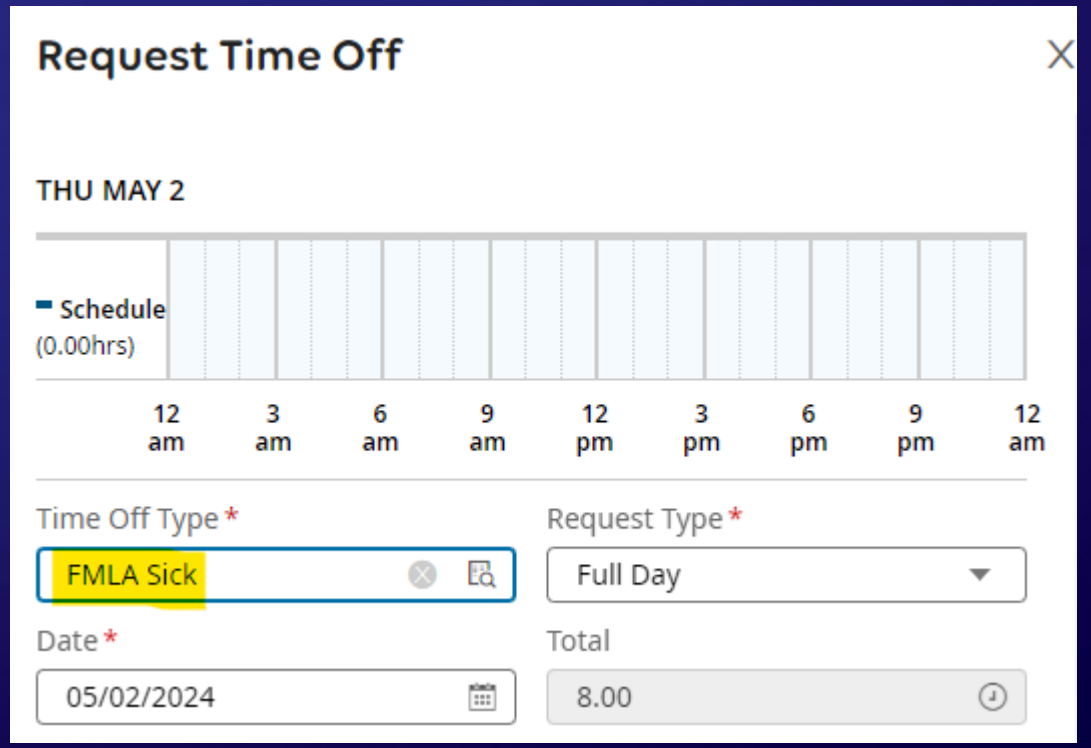
- Military Leave – Paid vs. Unpaid
  - Continuous Leave populates timesheet per CBA

Payroll & Reporting Challenges in Public Safety (cont.)

Leave Management

- Intermittent Leave
  - Reduce Leave Entitlement Balance thru time off request





Payroll & Reporting Challenges in Public Safety (cont.)

Reporting

- Finance
  - Balance Liability
    - By Department and/or CBA
- OT Reporting
  - By Reason
- Outside Details
  - By Vendor
- HR
  - Credential Management and Expiration
  - Leave Entitlement

Other Reporting Challenges?

Payroll & Reporting Challenges in Public Safety (cont.)

Reporting

- Balance Liability by Department or CBA

Accrual Balances ↗

Page 1 of 2 1 - 200 of 345 Rows Current: Balance Liability Accrual Periods: Current Periods Columns (2) 3

Grouped By	Last, First Name	Accrued To	Hours	$ Liability
Default Department Administration			13208.00	$364,457.68
Category Personal			568.00	$15,699.68
Category Sick			8568.00	$236,001.60
Category Vacation			4072.00	$112,756.40
Default Department Adult Program			624.00	$7,069.92
Default Department Dispatch			1144.00	$23,400.00

Payroll & Reporting Challenges in Public Safety (cont.)

Reporting

- OT Reporting
  - By Reason

Grouped By	Date	Start	End	Hours
	=	=	=	=
OT Reason Acting BFC OT				10.00
OT Reason Acting Captain				18.00
	04/21/2024	12:00p	04:00p	4.00
	04/09/2024	-	-	14.00
OT Reason Fire Recall				8.00
OT Reason Fire Straight Time Hiring				322.00
OT Reason Municipal Water Infrastructure				10.00
OT Reason Recreation - Sports & Activities				10.17
OT Reason Red Bull Games				20.00
OT Reason Red Bull Security Detail				18.00
OT Reason Training				16.00
Report Total				432.17

Payroll & Reporting Challenges in Public Safety (cont.)

General Ledger

The leading disqualifier for most municipalities centralizing scheduling is when Public Safety manage their own Accounts Payable/ Accounts Receivable for Outside Duty invoicing and payments.

Software Required

- Payroll
- HRMS
- Time and Labor Management
- Scheduling
- Leave of Absence Management
- General Ledger

What if all of these modules talked?

But ask a vendor to integrate with another ?

What to look for?

Integrated Modular HCM Solution – Single Employee Record

- Onboarding / Customizable Workflows
- HR
- Payroll
- Time & Labor Management
- Advanced Scheduling Functionality
- Leave Management
- GL Integration Capabilities

OR

- Vendor capable of all of the above PLUS willingness to import 3rd party scheduling data to facilitate complex payroll and reporting needs.

Questions ?

primepoint
HR & Payroll

LET'S TEAM UP.

Thank You!

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