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TO: All Fire & Rescue Personnel
FROM: Eddie McClellan, Deputy Chief
RE: Timesheets and Payroll
DATE: April 26, 2016

INFORMATIONAL BULLETIN IB-16016

Due to concerns of personnel and upon advice from Human Resources, timesheet corrections will no longer be made at the office. If there is a discrepancy between the timesheet and Fire Manager, the time sheet will be sent back to the employee to correct. In the event that an employee has worked overtime, the delay in getting the corrected timesheet back to the office for processing may delay receipt of overtime pay. Exceptions to this are:

1. Training hours that are of an unknown duration and occur after the employee has worked their final shift in the station for a pay cycle. The employ shall email their hours worked at the conclusion of the training to their Battalion Chief, Deputy Chief in charge of scheduling and the Fire Chief's Administrative Assistant, hours worked will then be added to the employee's timesheet by administrative personnel.
2. Timesheets need to be collected early for any reason and the employee is held over due to an incident or is called back for overtime. The employ shall immediately email their hours worked to their Battalion Chief, Deputy Chief in charge of scheduling and the Fire Chief's Administrative Assistant, hours worked will then be added to the employee's timesheet by administrative personnel.

Also, the City has implemented a new system that allows employees to view their paystub, make changes to withholdings, change direct deposits, and more on-line. The link to this new tool is <https://click2gov.winchesterva.gov/Click2GovESS/index.html>