



KANSAS CITY MISSOURI POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

07-10-12

EFFECTIVE DATE

07-10-12

NO.

446-4

SUBJECT

Policy Series 400: Compensation
446 - Pay Summary

AMENDS

REFERENCE

RESCINDS

PPBM 446-3
DM 06-20

***I. INTRODUCTION**

The Board of Police Commissioners pays all employees by direct deposit every other Friday.

II. POLICY

***A. Direct Deposit Advices**

1. The Direct Deposit Advice issued to each employee includes two parts:
 - a. The Direct Deposit Advice. The Direct Deposit Advice is sent to the employee via their Department e-mail on Wednesday of the pay week.
 - b. The Employee's Statement of Earnings and Deductions. The Employee's Statement of Earnings and Deductions shows total compensation and deductions for the pay period as well as year-to-date totals.
2. Unless otherwise directed in this policy, all questions about pay should be directed to the Accounting and Payroll Section.

B. Pay Periods and Paydays

1. Department pay periods are two weeks (14 days) in length. Each pay period begins on Sunday of week one and ends on Saturday of week two.
- *2. The Direct Deposit Advices are issued to employees on the first Wednesday following the end of each pay period and deposited on that Friday. For example:

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

- 1 Pay Period Begins
- 14 Pay Period Ends
- 15 New Pay Period Begins
- 20 Payday for Pay Period of Days 1 - 14.

- *3. If a regular payday (Friday) falls on a bank holiday, your net pay will be available at your financial institution on the Thursday before, unless otherwise directed by the Chief of Police or their designee.

*C. Federal, State, and City Taxes

1. The department requires each member to complete an Employee's Withholding Allowance Certificate or Form W-4. The W-4 determines the amount of federal tax withheld from an employee's paycheck. To change the withholding rate, a member must complete a new W-4 which may be obtained by contacting the Accounting and Payroll Section.
2. The department requires each member to complete a Missouri Employee's Withholding Allowance Certificate or Form MO W-4. The MO W-4 determines the amount of state tax withheld from an employee's paycheck. To change the withholding rate, a member must complete a new MO W-4 which may be obtained by contacting the Accounting and Payroll Section.
3. The Earnings Tax of Kansas City is levied at 1% of gross pay of all department members, minus the Deferred Compensation, Workers' Compensation, and the Section 125 Premium Savings Plan.

D. Miscellaneous Deductions

1. Questions concerning health, life, supplemental life, and dental insurance deductions should be directed to the Human Resources Division.
2. Questions concerning payroll deductions for the Credit Union should be directed to the Credit Union.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2012.

Lisa Pelofsky
Board President

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