Payroll Schedule

Payroll Page for Uniform Fire

Tips

- Hours not part of your regular salary are called exceptions. Exceptions include but are not limited to sick time used, vacation time used, overtime pay, etc.
- You can find the current payroll schedule online at ww.denvergov.org/payroll

2013 Fire Salary and Exception Pay and Approval Cut Off Schedule

2014 Fire Salary and Exception Pay and Approval Cut Off Schedule								
	EXCEPTIONS PAY PERIOD BEGIN DATE	EXCEPTIONS PAY PERIOD END DATE	SALARY PAY PERIOD BEGIN DATE	SALARY PAY PERIOD END DATE	TELESTAFF CUTOFF	KRONOS APPROVAL CUTOFF		PAYCHECK DATE
			BEGIN DATE	END DATE		FROM 5 PM:	TO 9 AM:	
1	12/8/2013	12/21/2013	12/15/2013	12/28/2013	12/24/2013	12/24/2013	12/27/2013	1/3/2014
2	12/22/2013	1/4/2014	12/29/2013	1/11/2014	1/7/2014	1/7/2014	1/10/2014	1/17/2014
3	1/5/2014	1/18/2014	1/12/2014	1/25/2014	1/21/2014	1/21/2014	1/24/2014	1/31/2014
4	1/19/2014	2/1/2014	1/26/2014	2/8/2014	2/4/2014	2/4/2014	2/7/2014	2/14/2014
5	2/2/2014	2/15/2014	2/9/2014	2/22/2014	2/18/2014	2/18/2014	2/21/2014	2/28/2014
6	2/16/2014	3/1/2014	2/23/2014	3/8/2014	3/4/2014	3/4/2014	3/7/2014	3/14/2014
7	3/2/2014	3/15/2014	3/9/2014	3/22/2014	3/18/2014	3/18/2014	3/21/2014	3/28/2014
8	3/16/2014	3/29/2014	3/23/2014	4/5/2014	4/1/2014	4/1/2014	4/4/2014	4/11/2014
9	3/30/2014	4/12/2014	4/6/2014	4/19/2014	4/15/2014	4/15/2014	4/18/2014	4/25/2014
10	4/13/2014	4/26/2014	4/20/2014	5/3/2014	4/29/2014	4/29/2014	5/2/2014	5/9/2014
11	4/27/2014	5/10/2014	5/4/2014	5/17/2014	5/13/2014	5/13/2014	5/16/2014	5/23/2014
12	5/11/2014	5/24/2014	5/18/2014	5/31/2014	5/27/2014	5/27/2014	5/30/2014	6/6/2014
13	5/25/2014	6/7/2014	6/1/2014	6/14/2014	6/10/2014	6/10/2014	6/13/2014	6/20/2014
14	6/8/2014	6/21/2014	6/15/2014	6/28/2014	6/24/2014	6/24/2014	6/27/2014	7/4/2014
15	6/22/2014	7/5/2014	6/29/2014	7/12/2014	7/8/2014	7/8/2014	7/11/2014	7/18/2014
16	7/6/2014	7/19/2014	7/13/2014	7/26/2014	7/22/2014	7/22/2014	7/25/2014	8/1/2014
17	7/20/2014	8/2/2014	7/27/2014	8/9/2014	8/5/2014	8/5/2014	8/8/2014	8/15/2014
18	8/3/2014	8/16/2014	8/10/2014	8/23/2014	8/19/2014	8/19/2014	8/22/2014	8/29/2014
19	8/17/2014	8/30/2014	8/24/2014	9/6/2014	9/2/2014	9/2/2014	9/5/2014	9/12/2014
20	8/31/2014	9/13/2014	9/7/2014	9/20/2014	9/16/2014	9/16/2014	9/19/2014	9/26/2014
21	9/14/2014	9/27/2014	9/21/2014	10/4/2014	9/30/2014	9/30/2014	10/3/2014	10/10/2014
22	9/28/2014	10/11/2014	10/5/2014	10/18/2014	10/14/2014	10/14/2014	10/17/2014	10/24/2014
23	10/12/2014	10/25/2014	10/19/2014	11/1/2014	10/28/2014	10/28/2014	10/31/2014	11/7/2014
24	10/26/2014	11/8/2014	11/2/2014	11/15/2014	11/11/2014	11/11/2014	11/14/2014	11/21/2014
25	11/9/2014	11/22/2014	11/16/2014	11/29/2014	11/25/2014	11/25/2014	11/28/2014	12/5/2014
26	11/23/2014	12/6/2014	11/30/2014	12/13/2014	12/9/2014	12/9/2014	12/12/2014	12/19/2014

Timecard Approval

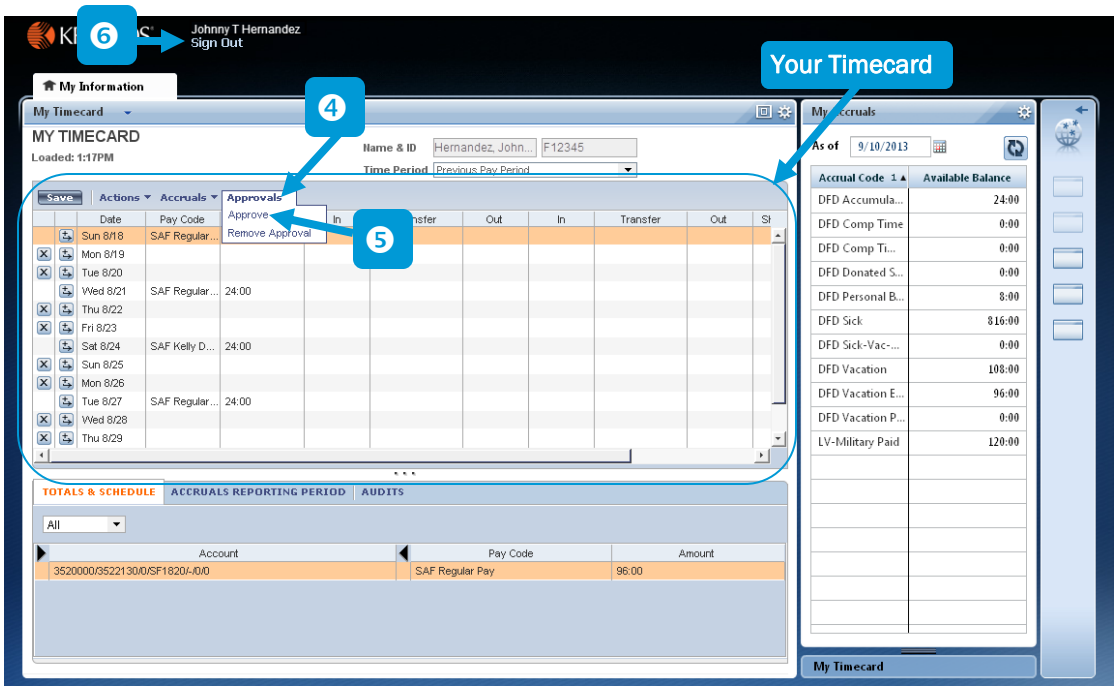
Payroll Page for Uniform Fire

Tips

- You will need to contact Technology Services to re-set your password, when needed.
- The Denver Firefighters Collective Bargaining Agreement can be found on the Fire portal.

Review & Approve Your Timecard

1. Open Kronos by clicking the Kronos icon on your desktop.
2. Your user name and password to view your emails is the same user name and password that you will use to log on to view your timecard in Kronos. Be sure to use all lowercase letters for your user name, while your password is case sensitive.
3. Review your timecard to ensure that all your hours are recorded.
4. If your timecard is accurate, and you are at a firehouse within the approval period, you should approve your timecard. Click the Approvals link.
5. Choose Approve.
6. If you are ready to exit Kronos, click the Sign Out button.



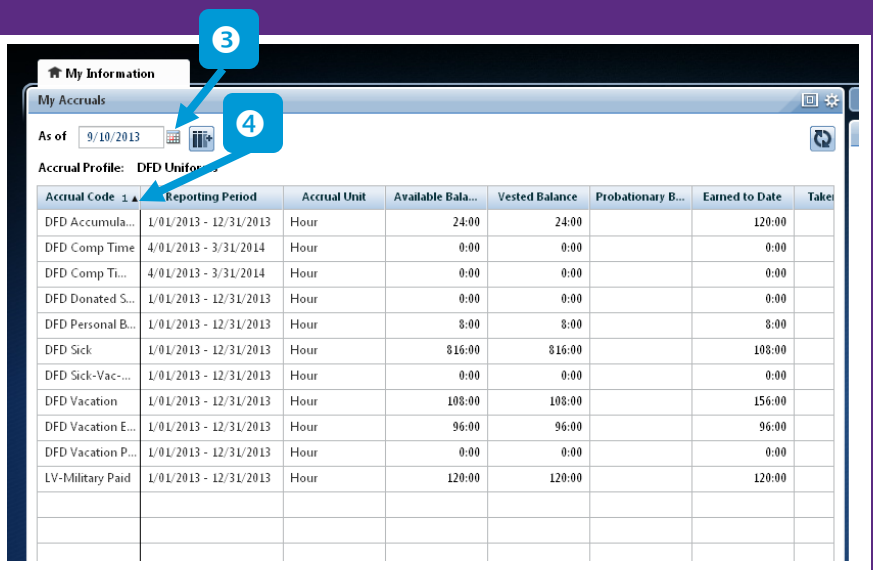
Process

- The information that has been entered and approved in Telestaff will populate on your Kronos timecard.
- Review your timecard to ensure that all your hours are recorded.
  - If you are missing something on your timecard, or there is something on your timecard in error, work with your Officer to make the correction in Telestaff. Once the correction has been made, it will populate after the next Telestaff cut-off.
- Approve your timecard.

Your Accruals

When viewing your accruals, keep in mind that your timecard is populated from Telestaff every two weeks. If you have used leave in the past two weeks, it may not show in your balances yet.

See the Denver Firefighters Collective Bargaining Agreement for use and allowed maximum balances.

View Your Accruals

1. From the homepage, click the gear icon in the My Accruals header.
2. Choose Pop-Out.
3. The As of Date will default to today's date.
4. To adjust the column width: click and hold the line between two columns, then drag the line to the right.
5. Here you can view how much leave:
   - You have available
   - You have earned this year
   - You have used this year
   - You started out with at the beginning of the year
   - You will have at the end of the year if nothing changes