

Pay Information – STW

The following is intended only as a brief outline of the benefits offered by the City of Bozeman.

Pay Period Information:

The City is on a biweekly pay schedule. Pay periods run Sunday through Saturday of the following week. Timecards are due the last day of the pay period. Paydays are every other Friday, and pay is available via direct deposit or check.

Mandatory Deductions from Pay:

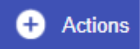
- Federal and State income tax per employee’s W-4
- Social Security (6.2%)
- Medicare (1.45%)

Retirement:

- State Retirement system contribution (www.mpera.mt.gov):

| Retirement System | Employee Contribution | City Contribution | State Contribution |
|--|-----------------------|-------------------|--------------------|
| Public Employee Retirement System (PERS) | 7.9% | 9.07% | 0.1 % |

Timecard:

- Accessing your Timecard
 - a. <https://executime.bozeman.net:7120/ExecuTime/Index.do> **must be on a City computer*
- Clock in at the beginning of your shift
 - a. “GO TO FAST CLOCK IN/OUT SCREEN” (underneath the SIGN IN button)
 - b. Or enter user name and password to log into your portal
 - i. First Initial Last Name in ALL CAPS for Username and Password
 1. Example: JSMITH
- Timesheet Entry
 - a. Click the  icon, this will pop up a new row
 - b. Change the TYPE code to the type of hours you are entering
 - i. DO THIS BEFORE ENTERING DURATION OR START/END TIME
 - ii. Change to 01 Regular for regular hours worked
 - c. Enter the start time and end time
 - i. All hours are military time.
 - d. ALWAYS HIT SAVE AFTER ENTERING TIME!
 - i. If a row has a yellow box with a star to the left, it means it hasn’t been saved.
- Time Approval
 - a. Review your hours entered.
 - b. Enter your initials and select the Approve button