

City of Bozeman Employee Handbook Policies

Replaces Pay Period, Time Records, and Paychecks policies on pgs. 58-59 of 2017 Employee Handbook.

PAY PERIOD

The payroll period for employees is a two-week period starting Saturday, August 24, 2025. Employees are paid on a bi-weekly basis, with paydays occurring every other Friday. When a bank holiday falls on a payday, employees will be paid the day prior.

TIME RECORDS

Accurate time records ensure the City's ability to administer payroll to comply with federal and state law related to the payment of wages and proper withholdings.

Employees are required to submit an accurate timesheet to their supervisor before the end of their last shift in the pay period. Supervisors are required to review and approve timesheet in accordance with the City's payroll procedures.

PAYCHECKS

Pay is distributed through direct deposit or via a paper check. Employees will receive a paystub each pay period showing earnings and deductions. Employees may pick up their paycheck from Human Resources on pay day prior to 3:00 p.m., or they will be mailed to the employee's address on file.

Employees are responsible for ensuring the accuracy of their wages and deductions. Employees must report any discrepancies to the Human Resources Department immediately. Errors will be corrected as soon as possible.

Revision Summary

Revision Level	Date Revised	Approved by City Manager
2	08/2025	N/A
1	11/2017	2017 Employee Handbook Update