



Travis County Commissioners Court Agenda Request

Meeting Date: September 30, 2014

Prepared By/Phone Number: Nicki Riley – 854-9125

Elected/Appointed Official/Dept. Head: Nicki Riley, County Auditor

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE: To receive the overtime payout schedule for Fiscal Year 2015.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS: The overtime payout schedule for Fiscal Year 2015 has been prepared to assist employees and their managers in determining when overtime will be paid relative to when it was worked.

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES: The semi-annual pay period is confusing to the employees and managers in determining when overtime will be paid. The overtime payout schedule is designed to alleviate the confusion.

FISCAL IMPACT AND SOURCE OF FUNDING:

REQUIRED AUTHORIZATIONS:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

TRAVIS COUNTY
AUDITOR'S OFFICE

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COUNTY AUDITOR



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Date: September 23, 2014
To: Members of Commissioners Court
From: Nicki Riley, County Auditor
Subject: Overtime Schedule for Fiscal Year 2015

Earlier this year my office presented the Court with an option to convert payroll from a semi-monthly pay period to a bi-weekly pay period. While this option was not approved, it was always our intent to simplify payroll, making it easier to understand, especially for the non-exempt employees.

In an effort to accomplish this goal, while continuing with a semi-monthly payroll, an overtime payout schedule for Fiscal Year 2015 has been prepared to assist employees and their managers in determining when overtime will be paid relative to when it was worked. This schedule is attached.

This schedule will also be available on the Travis County Auditor website for future reference.

Overtime Pay Schedule Fiscal Year 2015

Week	Dates	Pay Date	Week	Dates	Pay Date
0	October 1-4	October 31, 2014	27	April 5-11	April 30, 2015
1	October 5-11	October 31, 2014	28	April 12-15	April 30, 2015
2	October 12-15	October 31, 2014		April 16-18	May 15, 2015
	October 16-18	November 14, 2014	29	April 19-25	May 15, 2015
3	October 19-25	November 14, 2014	30	April 26-30	May 15, 2015
4	October 26-31	November 14, 2014		May 1-2	May 28, 2015
	November 1	November 26, 2014	31	May 3-9	May 28, 2015
5	November 2-8	November 26, 2014	32	May 10-15	May 28, 2015
6	November 9-15	November 26, 2014		May 16	June 15, 2015
7	November 16-22	December 15, 2014	33	May 17-23	June 15, 2015
8	November 23-29	December 15, 2014	34	May 24-30	June 15, 2015
9	November 30	December 15, 2014	35	May 31	June 15, 2015
	December 1-6	December 31, 2014		June 1-6	June 30, 2015
10	December 7-13	December 31, 2014	36	June 7-13	June 30, 2015
11	December 14-15	December 31, 2014	37	June 14-15	June 30, 2015
	December 16-20	January 15, 2015		June 16-20	July 15, 2015
12	December 21-27	January 15, 2015	38	June 21-27	July 15, 2015
13	December 28-31	January 15, 2015	39	June 28-30	July 15, 2015
	January 1-3	January 30, 2015		July 1-4	July 31, 2015
14	January 4-10	January 30, 2015	40	July 5-11	July 31, 2015
15	January 11-15	January 30, 2015	41	July 12-15	July 31, 2015
	January 16-17	February 13, 2015		July 16-18	August 14, 2015
16	January 18-24	February 13, 2015	42	July 19-25	August 14, 2015
17	January 25-31	February 13, 2015	43	July 26-31	August 14, 2015
18	February 1-7	February 27, 2015		August 1	August 31, 2015
19	February 8-14	February 27, 2015	44	August 2-8	August 31, 2015
20	February 15	February 27, 2015	45	August 9-15	August 31, 2015
	February 16-21	March 13, 2015	46	August 16-22	September 15, 2015
21	February 22-28	March 13, 2015	47	August 23-29	September 15, 2015
22	March 1-7	March 31, 2015	48	August 30-31	September 15, 2015
23	March 8-14	March 31, 2015		September 1-5	September 30, 2015
24	March 15	March 31, 2015	49	September 6-12	September 30, 2015
	March 16-21	April 15, 2015	50	September 13-15	September 30, 2015
25	March 22-28	April 15, 2015		September 16-19	October 15, 2015
26	March 29-31	April 15, 2015	51	September 20-26	October 15, 2015
	April 1-4	April 30, 2015	52	September 27-30	October 15, 2015