



PRINCE GEORGE'S COUNTY, MARYLAND  
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

<b>General Order Number:</b> 07-06	<b>Effective Date:</b> January 2010
<b>Division:</b> Fiscal Affairs	
<b>Chapter:</b> Payroll/Timesheet Manual	
<b>By Order of the Fire Chief:</b> Marc S. Bashoor	<b>Revision Date:</b> August 13, 2012

### **POLICY**

To ensure that a mechanism is in place to provide instruction on the completion of timesheets in order for proper payment by the Office of Finance, Payroll Division.

### **DEFINITIONS**

N/A

### **PROCEDURES / RESPONSIBILITIES**

The Fire/EMS Department will maintain a Payroll/Timesheet Manual that includes policies and procedures for handling all employee pay-related issues.

All personnel will be required to adhere to the current timesheet manual when recording their time/attendance.

### **REFERENCES**

N/A

### **FORMS / ATTACHMENTS**

Attachment #1 - Current Timesheet Manual