



KANSAS CITY MISSOURI POLICE DEPARTMENT

**SPECIAL ORDER**

DATE OF ISSUE

12/12/2024

EFFECTIVE DATE

12/18/2024

NO.

24-17

SUBJECT

Timekeeping Information and Updates - Year End Procedures

EXPIRES

12/31/2024

REFERENCE

PI 24-04: Timekeeping Procedures

RESCINDS

AMENDS

Timekeepers must be aware of the following to ensure a smooth end of the year transition within the Automated Timekeeping System:

**Advanced Leave**

Effective 0900 hours December 18, 2024 timekeepers will have inquiry and advance leave capabilities for 2025 vacation days. Accumulated S-days, E-days and O-days will transfer from the 2024 leave balance to the 2025 leave balance at midnight on December 31, 2024. Prior to January 1, 2025 advanced leave may not be entered for S-days, E-days or O-days.

**Transfers**

Transfers occurring between December 18, 2024 and December 31, 2024 will necessitate timekeepers making one "Maintenance" transaction for 2024 as usual, and a second "Maintenance" transaction using January 1, 2025 as the effective date. Any days off group changes made during this period will also require the double "Maintenance" transaction; one for 2024 and one for 2025.

**Holidays**

In loading holidays into the timekeeping system for 2025, **R-days will overlay H-days.** Therefore, in some instances, depending on the days off group number, holidays will be replaced and rescheduling approved by the respective commanders to ensure the appropriate number of H-days are allotted.

**Overtime Entries**

Any overtime entries for **comp time** occurring in 2024 cannot be made after December 31, 2024. These entries should be made prior to midnight, December 31, 2024 if at all possible. If the entry cannot be made before the end of the year, the Overtime Voucher will need to be forwarded through the Division Commander to the Personnel Records Section for entry. Overtime entries for **paid overtime** can be entered after the new year.

Questions concerning the above procedures should be directed to the Personnel Records Section, 234-5426.

Stacey Graves  
Chief of Police

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Department Master Index – Intranet  
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