Pay Information – STW

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

Pay Period Information:

- Pay periods run from the 24th – 23rd of the month.
- Timecards are due the 23rd of each month.
- Payday is the last weekday of the month 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:

- <u>Accessing your Timecard</u>
    a. https://executime.bozeman.net:7120/ExecuTime/Index.do *must be on a City computer*
- <u>Clock in at the beginning of your shift</u>
    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
- <u>Timesheet Entry</u>
    a. Click the [⊕ Actions] 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.
- <u>Time Approval</u>
    a. Review your hours entered.
    b. Enter your initials and select the Approve button