

Guidance for HR Administrative Rule 6.10

Endorsing Compensation Received for Attending Legal Proceeding Related to Employment

1. An employee who must attend court or other legal proceedings arising from actions taken in the course of employment and receives compensation for their service as a witness is required to endorse the compensation to the City.
2. After endorsing, the employee should give the payment to payroll or to their bureau's accounts receivable staff who will complete a journal entry to recognize the revenue, and then bring the journal entry and the check to Treasury for deposit at the bank.