

TIME REPORTING

Amended 7/12/13

I. PURPOSE

To establish policies and procedures regarding time reporting.

II. POLICY

An important function of every County employee other than Elected Officials is to accurately report the time they work each day. Salaried employees are required to accurately complete their electronic time card accounting for all time off and the type of leave to be utilized for the period of absence. Hourly employees are required to record all time worked using the electronic attendance system. The electronic time card is a legal document that must accurately reflect all hours worked and misrepresentation of hours worked or forging a timecard is a serious violation that may lead to immediate termination of employment. In order to insure the accuracy of time cards, the following requirements are in effect.

- A. Employees may not punch in more than 5 minutes prior to the start of their regularly scheduled shift. Employees who punch in more than 5 minutes prior to the beginning of their regularly scheduled workday will be required to obtain authorization from their Dept. head. Employees who punch in more than 5 minutes after the start of their shift will not be paid for a complete day. Employees who punch out 5 minutes prior to the end of their regular shift will not be paid for a complete day. Employees who punch out more than 5 minutes after the end of their regularly scheduled workday will require authorization from their Dept. head.
- B. In the case of a missed punch, the dept. head must be notified by the employee. It is then the responsibility of the dept. head (or their designated employee) to insert the missing punch onto the employee's electronic time card.
- C. All time off by salaried and hourly employees shall be accounted for and all requests for time off are to be requested electronically by the employee. It is then the responsibility of the dept. head (or their designated employee) to electronically approve said request prior to the end of the corresponding payroll period.
- D. Employees are required to personally complete their own electronic time card and are prohibited from punching for another employee's electronic time card.
- E. All time worked by hourly employees beyond their normal daily shift is to

be approved by their dept. head as either overtime or comp time earned. Written communication from the dept. head is acceptable. Dept. heads may choose to provide a standing statement that time worked beyond their hourly employees' normal work schedule, shall be converted to comp time unless the Payroll Dept. is instructed otherwise or the employee's comp time balance reaches the maximum number of hours allowed to be accumulated. If that situation arises, the appropriate Dept. head shall be notified by the Payroll Dept.

- F. All time worked beyond their normal weekly schedule by salaried employees is to be approved by their dept. head.
- G. During or prior to the end of each pay period, each employee who is set up on the electronic attendance system (hourly and salary), must authorize/approve their time card electronically. (This is done on the AE Self Serve attendance program where hourly employees punch in/out.) At the end of each pay period, it is the responsibility of the dept. head to edit each of their employee's time cards; inserting missing punches and accounting for all time not worked. After the time card is complete, it should be approved by the dept. head. The electronic time card approval is a certification that the electronic time card accurately and completely reflects all time worked during the period in question and that the employee did not work any hours that are not reflected on the electronic time card or was not absent for any hours that are not reflected on the electronic time card.