

## **2006 - 4 TIME KEEPING PROCEDURES**

### **PURPOSE OF ORDER**

The purpose of this order is to establish a Bureau-wide policy regarding procedures for time keeping records pursuant to a May 2006 Audit.

### **SCOPE OF ORDER**

All Bureau personnel.

### **ORDER**

#### **TIME CARD PROCEDURES**

1. Employees shall always clearly and accurately complete every field of the time card, absence request and Overtime Worked Reports.
2. Employees shall verify their time of arrival and departure from courts either by time stamping the Court Appearance subpoena, or by having the Deputy District Attorney sign the arrival and departure times on the back of the subpoena.
3. Employees shall complete a separate absence request for each non-consecutive absence.
4. Supervisors shall review and ensure that the time documents are clearly and accurately completed as required by the County Fiscal Manual and the Manual of Policy and Procedures.
5. The time keeper shall ensure that all time documents are properly completed before processing them.
6. The time keeper shall advise supervisors and request corrections of any unusual or unreported data.

#### **VALIDATION OF TIME DATA RECOMMENDATIONS:**

1. Employees shall use their legal name on all time documents.
2. Employees shall ensure that variances posted on their time cards match the supporting documents.
3. Employees shall always submit an absence request whenever taking time off, or attach a subpoena whenever working overtime for a court appearance.
4. Supervisors shall match the time data posted on the time cards and the corresponding variance documents and validate their accuracy.
5. The time accountant shall validate the accuracy and completeness of all time documents.

6. The time accountant shall alert supervisors of all discrepancies and missing documents.

**TIME I RECOMMENDATIONS:**

1. The time accountant shall review the data entered into TIME I to ensure it is accuracy.
2. The time accountant shall correct any noted errors.
3. Supervisors shall notify the time accountant of any changes to work schedules.
4. The time accountant shall validate time cards against TIME I and update the employee's work schedule to reflect the actual hours worked and RDOs.
5. Regular shift hours should not be adjusted to accommodate overtime

**PROCESSING PROCEDURE RECOMMENDATIONS:**

1. Supervisors shall ensure that all Overtime Worked Reports for court appearances are accompanied with the time-stamped copy of the subpoenas.
2. Employees shall accurately complete the court Overtime Worked Report.
3. Supervisors shall ensure payment of court appearance overtime is made in accordance with Section TK-01/008.10 of the Timekeeping Manual.
4. The time accountant shall validate the Overtime Worked Report for court appearance to the subpoena and collect all overpayments.
5. Supervisors shall not allow employees on a 9/80 to alter their scheduled alternate days off or alternate short days.
6. Time account shall ensure proper compensation for all employees working the 9/80 work schedule.

**POLICY VIOLATION RECOMMENDATIONS:**

1. Employees and supervisors shall adhere to the Department policy regarding the working hours and lunch period.
2. The time accountant shall use the Violation Notice form to alert management regarding any violation of the policy.
3. Employees shall indicate all overtime worked on their time cards.
4. Supervisors shall ensure that all overtime is listed either on a time card or on an adjusted time card.
5. The time accountant shall not process overtime without a time card.

If any discrepancies are noted on the time records, employees and their supervisors will be required to respond to OSS headquarters to rectify the error.

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