

## **UNIT ODER #34 - TIMEKEEPING PROCEDURES**

### **PURPOSE OF ORDER:**

In order to ensure accurate certification of creditable service hours, it is necessary to establish a standard method of tracking the total number of hours worked by unit employees. This directive outlines the procedure and the responsibilities of IAB employees to track and account for the total number of hours worked each week.

### **SCOPE OF ORDER:**

This order applies to all sworn and professional staff of the Internal Affairs Bureau.

### **ORDER:**

All personnel are required to enter their "in" and "out" time and the total number of hours worked each day on the Weekly Time Sheet. This shall be done daily; however, if the employee is out of the office, he or she shall enter the information on the time sheet on the next work day. Entering the daily "in" and "out" time and total number of hours worked in advance is prohibited.

The standard work week runs from Sunday through Saturday. It is mandatory that all regular time worked, and all time taken off, be entered by each employee on the Weekly Time Sheet. Overtime hours (and overtime worked at other units of assignment) is to be entered only by the designated Senior Typist Clerk, as specific color coding is used.

Each employee is required to sign his or her name on the signature line. No one else can sign for the employee.

All entries must be made by noon on Monday for the previous work week. Each Monday, the team lieutenants and the professional staff supervisor are responsible for ensuring that their subordinates have entered their time and have signed their name on the previous week's time sheet.

### **OVERTIME SLIPS AND ABSENCE REQUESTS:**

All absence requests and overtime slips must be submitted for approval to the employee's supervisor, who will then forward them to the timekeeper. Overtime slips must be forwarded to the timekeeper by noon on Monday for overtime worked the previous week. Late submission may cause a delay in payment to the employee.

Daily Time Sheets, overtime slips, time-off requests, etc. shall be completed in black ink or on the computer; pencil is not acceptable. Absolutely no white out is acceptable on the Weekly Time Sheets. If an error is made, it should be crossed out and initialed.

Because payroll information is recorded in TIME-I, it is imperative that the Team Lieutenants verify their subordinates' time without delay. Inaccurate input and/or delay in posting the number of hours worked could result in a reduction in pay for that particular pay period.