# 2006 - 4 TIME KEEPING PROCEDURES

PURPOSE OF ORDER

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

SCOPE OF ORDER

This order applies to all Bureau personnel.

ORDER

TIMECARD PROCEDURES

1. Employees shall always clearly and accurately complete every field on the timecard, absence request, and Overtime Worked Reports.

2. Employees shall verify their arrival and departure time from court by 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 timekeeping documents are clearly and accurately completed in accordance with the County Fiscal Manual and the Manual of Policy and Procedures.

5. The timekeeper shall ensure that all documents are properly completed before processing them.

6. The timekeeper shall notify supervisors and request corrections for any unusual or unreported data.

   VALIDATION OF TIME DATA RECOMMENDATIONS:

1. Employees shall use their legal name on all timekeeping documents.

2. Employees shall ensure that variances posted on their timecards match the supporting documents.

3. Employees shall always submit an absence request when taking time off or attach a subpoena when working overtime for a court appearance.

4. Supervisors shall verify that the time data posted on the timecards matches the corresponding variance documents and validate their accuracy.

5. The time accountant shall validate the accuracy and completeness of all timekeeping documents.

6. The time accountant shall notify supervisors of any discrepancies and missing documents.

TIME I RECOMMENDATIONS:

1. The time accountant shall review the data entered into TIME I to ensure its 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 timecards 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 by a time-stamped copy of the subpoena.

2. Employees shall accurately complete the court Overtime Worked Report.

3. Supervisors shall ensure that court appearance overtime payments are made