

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-16

Effective Date: 07/26/1995

Revision Date: 10/16/2013

C. Dulce
County Administrator

SUBJECT: **TIME WORKED RECORD**

DEPARTMENT RESPONSIBLE: **Finance and Risk Management**

1. **STATEMENT**

This procedure establishes record keeping requirements in conformance with the Fair Labor Standards Act. The Fair Labor Standards Act was enacted, in part, to ensure that all employees covered under the law are paid for their time worked. The law requires all non-exempt "hourly" employees to accurately record their daily work time. While there is a requirement to pay for all hours worked, there are provisions to account for "de minimis" or insignificant variations in actual time worked.

2. **DEFINITIONS**

Certification

Signature of an employee and a supervisor attesting to the accuracy of the entries on a Time and Attendance Record or Electronic Time and Attendance Record.

Exempt

An employee who is not eligible for overtime compensation under the Fair Labor Standards Act, Merit System Rule 1.31, and Personnel Policy 8-102.

Flex Time

Flexible scheduling of an employee's time worked within a work week as provided in Personnel Policy 8-102 to ensure that an employee's scheduled work week is limited to 40 hours per week.

Non-Exempt

An employee who is eligible for overtime compensation under the Fair Labor Standards Act, Merit System Rule 1.39, and Personnel Policy 8-102.

Time and Attendance Form (TAF) or Electronic Time and Attendance Form (ETAF)

A record of an employee's name, employee identification number, department, unit/center, payroll period ending date, days worked, time of day worked, type of leave used if not worked (vacation, sick, etc.), signature of the employee, and signature of the employee's supervisor. The record may be recorded on a paper form, TAF, or electronically, utilizing the ETAF system.

Amended TAF's or ETAF's

A record indicating a change from a previously submitted TAF or ETAF.

Time Worked

The actual hours worked per day recorded by the date and time.

3. PROCEDURE**A. Exempt Employees**

Exempt employees are only required to complete, sign and date a TAF or ETAF if during the payroll period any of the following has occurred:

- Leave time was used, e.g vacation, sick, military leave, jury duty.
- A Holiday was worked.
- A new hire or a terminating employee only worked a partial pay period.
- On Leave of Absence for a partial pay period.
- Cesar Chavez Administrative Leave Day was used.
- Special Assignment pay is earned.
- FMLA time is used either full or intermittent.

TAF's or ETAF's are to be signed and dated by the employee and the employee's immediate supervisor, not administrative personnel, and sent to Central Payroll. If an employee and/or supervisor falsifies a TAF or ETAF, it is grounds for disciplinary action.

The employee's supervisor is responsible for certifying that the time record received from the exempt employee is accurate.

B. Non-Exempt Employees

1. All non-exempt employees must record their time daily in ETAF. The only exception is department's who's time is uploaded in which case time must be recorded daily in that system. If time is not submitted for the pay period worked when it is due, payment to the employee may be delayed.
2. Non-exempt employees are responsible for accurately recording their time worked in ETAF or a TAF. At a minimum, each non-exempt employee MUST record the following:

- Actual daily starting time.
- Daily lunch break beginning and ending time.
- Actual daily ending time.
- Leave time used, e.g. vacation, sick, military leave, jury duty.
- A Holiday worked.
- On Leave of Absence for partial pay period.
- Cesar Chavez Administrative Leave Day was used.
- Special Assignment pay is earned.

The Time and Attendance Form is to be signed and dated by the employee and the employee's immediate supervisor and sent to Central Payroll.

3. Employees are NOT allowed to clock in or out for another employee. If an employee clocks another employee in or out, it can be grounds for disciplinary action or termination.
4. While employees are required to report their daily time accurately, County procedures allow for a "rounding procedure" in the calculation of total hours worked. The purpose behind the rounding procedure is to allow flexibility when recording insignificant or "de minimis" variations in actual time worked. The rounding procedure may be applied up to five (5) minutes before or after the daily start or end times. For example, if an employee is scheduled to report for work at 8:00AM and arrives at 8:03AM, the employee is required to record 8:03AM; however, when calculating the daily work time, the County will consider the start time to be 8:00AM. If an employee is scheduled to end work at 5:00PM and leaves at 5:04PM, the employee is required to record the end time as 5:04PM and the County will consider the ending time to be 5:00PM when calculating the daily work time. The rounding procedure applies only up to a total of 10 minutes in a workday. If an employee's actual time exceeds the five (5) minutes allowed at the start and end of each work day, when calculating the daily work time, the actual start and end times must be utilized. This practice does not apply to unpaid lunch periods and is not intended to avoid paying overtime nor does it relieve an employee's responsibility to report to work on time and remain at work as scheduled.
5. The employee's supervisor is responsible for certifying that the time record received from the non-exempt employee is accurate.
6. The employee's supervisor is responsible for ensuring that the employee works 40 hours per workweek in non-holiday weeks before overtime or compensatory time is authorized.
7. Any intentional overstatement or understatement of time worked by the employee or supervisor may result in disciplinary action up to and including termination.

C. Amendments to TAF's or ETAF's

Amendments to TAF's or ETAF's to correct time worked are allowed. When amending the current pay period, ETAF users are expected to correct their ETAF for the pay period in the system. The ETAF is to be printed, signed by the employee and supervisor and submitted to Central Payroll.

TAF's may be amended in the current pay period as well. The TAF is to be noted as amended on its face, signed and dated by the employee, and supervisor then submitted to Central Payroll.

When amending a prior pay period beyond two pay periods or the affected time, an employee must contact Human Resources, Employment Rights Division.

D. All Employees

The only time an employee may be paid for the same work hours in two different Departments is when the employee reports vacation usage in his/her home Department. The most common occurrence is when an employee from a Department other than Elections is requesting paid time to work the elections. Flexing work schedules or use of sick leave is not allowable. If an individual is paid by two Departments for the same hours, the Department of Finance and Risk Management will prepare the appropriate paperwork to recover any overpayment.

4. **Deadlines**

Payroll will process documents received by their respective deadline. Late documents will be processed in the next pay period. See Attachment 1 for a summary of Payroll Deadlines.

PAYROLL DEADLINES

Payroll will process documents received by their respective deadline. Late documents will be processed in the next pay period.

Document	Deadline	Location to be turned in
PAF	12:00 noon. Thursday before closed of the pay period	Human Resources, 4 th floor, Admin. West
ETAF	12:00 noon. Monday of pay week	Must SUBMIT in ETAF
<i>Timesheets</i>		
ETAF	3:00 pm Monday of pay week	Central Payroll - Mailstop DT-AB7-115, Admin East, 7 th floor
Manual	5:00 pm Wednesday before the close of the pay period	Central Payroll - Mailstop DT-AB7-115, Admin East, 7 th floor
Amended	12:00 noon Tuesday before the close of the pay period	Central Payroll - Mailstop DT-AB7-115, Admin East, 7 th floor

Notes:

1. Amended timesheets will not be accepted for time that should be entered or corrected in ETAF.
2. Central Payroll will no longer follow-up on non-exempt employees missing timesheets.
3. Timesheets must be signed by supervisors, not administrative personnel. By approving a timesheet, the supervisor has attested to the accuracy of the time reported.
4. Departments: Do not commingle manual timesheets with ETAF timesheets when turned in to Central Payroll.