ADMINISTRATIVE PROCEDURES

Procedure Number: 22-16

Effective Date: 07/26/1995
Revision Date: 04/12/18

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 all of their Time Worked. The law requires all non-exempt "hourly" employees to accurately record their daily work time.

2. DEFINITIONS

Electronic Timecard: an electronic record in the County's payroll system that includes the employee's name, employee identification number, department, unit, payroll period ending date, days worked, times worked, amount of Leave Time, approval of the employee, and/or approval of the employee's supervisor.

Exempt Employee: an employee who is not eligible for overtime compensation under the Fair Labor Standards Act as implemented by Pima County through Merit System Rule 1.32 and Personnel Policy 8-102.

Leave Time: vacation used, sick time used, and other time not worked that should be reported on the Electronic Timecard. Additional examples include: jury duty, bereavement leave, and Cesar Chavez Remembrance Day Leave.

Non-Exempt Employee: an employee who is eligible for overtime compensation under the Fair Labor Standards Act as implemented by Pima County through Merit System Rule 1.32 and Personnel Policy 8-102.

NOPE Form: a Notice of Paycheck Error Form is a record indicating an approved change to a previously submitted electronic timecard.

Payroll Monday: the Monday of the week in which paychecks are processed.

Time Off Module: the component of the County's payroll system where time off is requested by employees and approved by their supervisors. Requested and approved time off is automatically entered on an employee's Electronic Timecard.

Time Worked: the hours actually worked per day which are recorded by date with 'in' and 'out' times on the Electronic Timecard. Time Worked does not include any time defined as Leave Time.

3. PROCEDURE

A. Exempt Employees

Exempt Employees are responsible for accurately recording their Time Worked on their Electronic Timecard. Leave Time should be requested and approved through the Time Off Module. Exempt Employees must adjust their Electronic Timecard if they use Leave Time that was not requested and approved through the Time Off Module.

The following entries on an employee's Electronic Timecard must be made by the employee's supervisor:

- Comp Time in lieu of Holiday Worked – see Personnel Policy 8-102
- Intermittent FML - see Administrative Procedure 23-37

Electronic Timecards must be approved by the employee to certify the Time Worked and/or by the employee's immediate supervisor, not by administrative personnel. Approving the Electronic Timecard certifies that the employee's Time Worked and use of Leave Time is accurate and compliant with County policies and procedures. Failure to adequately review an Electronic Timecard to ensure its accuracy is grounds for disciplinary action.

Any intentional overstatement or understatement of Time Worked or inappropriate use of Leave Time by the employee or supervisor may result in disciplinary action up to and including termination.

B. Non-Exempt Employees

All Non-Exempt Employees must record their Time Worked using a time clock or their designated work computer. Certain departments may authorize an employee to record their Time Worked using a mobile phone.

Non-Exempt Employees are responsible for accurately recording their Time Worked on their Electronic Timecard. At a minimum, each Non-Exempt Employee MUST record the following:

- Actual daily starting time
- Daily lunch break – beginning and ending times
- Actual daily ending time
- Leave Time used that was not requested through the Time Off Module
- Time Worked on a holiday – see Personnel Policy 8-102
- Earned special assignment pay - see Personnel Policy 8-102
- Earned on-call pay - see Personnel Policy 8-102

The following entries on an employee's Electronic Timecard must be made by the employee's supervisor:

- Comp Time in lieu of Holiday Worked - see Personnel Policy 8-102
- Intermittent FML - see Administrative Procedure 23-37

Employees are NOT allowed to clock in or out for another employee. If an employee clocks another employee in or out, it is grounds for disciplinary action up to and including termination.

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Any intentional overstatement or understatement of Time Worked or inappropriate use of Leave Time by the employee or supervisor may result in disciplinary action up to and including termination.

C. Work Day Divided

Pima County's work week begins at 12:00 midnight Sunday morning and ends at 12:00 midnight Saturday night. Additionally, Pima County's payroll system records Time Worked information by calendar day. Because of this, when an employee's work period crosses midnight, Pima County's payroll system will report two lines on the employee's Electronic Timecard: one line showing the Time Worked from the time the employee clocked in through 12:00 midnight and one line showing the Time Worked from 12:00 midnight through the time the employee clocked out.

For example: an employee's schedule is Monday through Friday from 10:00 pm to 7:00 am with a one-hour lunch break at 2:00 am.

- On Monday, the timecard will show a line entry from 10:00 pm to 12:00 am. (2 hours)
- On Tuesday, there will be a line entry from 12:00 am to 2:00 am, an entry from 3:00 am to 7:00 am, and an entry from 10:00 pm to 12:00 am. (8 hours)
- On Wednesday, there will be a line entry from 12:00 am to 2:00 am, an entry from 3:00 am to 7:00 am, and an entry from 10:00 pm to 12:00 am. (8 hours)
- On Thursday, there will be a line entry from 12:00 am to 2:00 am, an entry from 3:00 am to 7:00 am, and an entry from 10:00 pm to 12:00 am. (8 hours)
- On Friday, there will be a line entry from 12:00 am to 2:00 am, and an entry from 3:00 am to 7:00 am, and an entry from 10:00 pm to 12:00 am. (8 hours)
- On Saturday, there will be a line entry from 12:00 am to 2:00 am and an entry from 3:00 am to 7:00 am. (6 hours)

The total for the week is 40 hours, but the time is split by calendar day, instead of by the day the shift begins.

D. Corrections to the Electronic Timecard

Corrections to the Electronic Timecard to correct Time Worked are allowed. When correcting the current pay period, employees are expected to use the Time Log and Adjustments Form to indicate changes to be made on their timecard. The Time Log and Adjustments Form is to be printed and signed by the employee. The employee's Supervisor will make appropriate revisions to the timecard, sign the form, and submit it to Central Payroll.

Notice of Paycheck Error Form

When correcting a prior pay period, employees are expected to use the Notice of Paycheck Error (NOPE) form. The NOPE form is submitted to Central Payroll by the employee and the employee's supervisor, when the employee has received a paycheck with an error in the gross earnings or in the type of earnings. The completed NOPE form should be immediately sent to Central Payroll for processing.

Historical Edits

Historical edits are used for correcting general ledger information from prior pay periods, such as incorrect units, programs, functions, etc. They must be submitted to Central Payroll within eight weeks from the original entry.

These forms can be found at the Finance and Risk Management Intranet, Forms tab, Payroll sub-tab. http://intranet.pima.gov/Finance/forms.shtml

E. Employees Working in Two Departments

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 the employee's home Department and works in another Department. The most common occurrence is when an employee from a Department other than Elections is requesting paid time to work the elections. Use of sick leave is not allowed. If an individual is incorrectly 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. Travel for Non-Exempt Employees

When a Non-Exempt Employee is traveling to and from another city on the same day, travel time must be considered Time Worked. When a Non-Exempt Employee is traveling to and from another city for a multiple-day trip, travel time is only Time Worked when traveling to the location on the first day and traveling from the location on the last day of travel.

A. Traveling to and from another city in the same day.

A Non-Exempt Employee's travel time must be Time Worked if travel occurs outside of the employee's regularly scheduled hours. For example:

- A Non-Exempt Employee's scheduled work hours are from 8:00 am to 5:00 pm with a one-hour lunch break.
- The Non-Exempt Employee must travel to Phoenix for a meeting from 8:00 am to 4:00 pm.
- If the employee left the employee's residence at 6:00 am to attend the meeting and returned to the employee's residence at 6:00 pm, the employee would be paid for 11 hours of Time Worked; 6:00 am to 8:00 am travel time, 8:00 am to 12:00 pm meeting time, 1:00 pm to 4:00 pm meeting time, and 4:00 pm to 6:00 pm travel time.

Note: In the example, one hour was deducted from the meeting time because the meeting stopped for one hour for a lunch break. If lunch is included as part of the meeting, then that time is also Time Worked. This deduction is variable, depending on the meeting schedule.

Note: The employee will need to complete a Time Adjustment Log form so that the employee's Supervisor will be able to appropriately edit the employee's timesheet.

B. Traveling to and from another city for multiple days.

Travel time to the destination on the first day will be considered Time Worked as defined in the same day travel section above. Travel time from the destination on the last day will be considered Time Worked as defined in the same day travel section above. Additional travel time will only be considered Time Worked if the travel occurs during the employee's regularly scheduled hours. Otherwise, travel time is not considered Time Worked. As an example:

- A Non-Exempt Employee's scheduled work hours are from 8:00 am to 5:00 pm with a one-hour lunch break.
- The Non-Exempt Employee must travel to Phoenix for three days of meetings scheduled from 8:00 am to 4:00 pm.
- If the employee left the employee's residence at 6:00 am to attend the first meeting, the meeting concluded at 4:00 pm with a one-hour lunch break, and the employee arrived at the hotel at 4:15, the employee would be paid for 9 hours of Time Worked. The 6:00 am to 8:00 am of travel time to the destination on the first day is considered Time Worked. The travel time after the meeting to the hotel is not considered Time Worked.

- On the second day, the employee would be paid for 7 hours; 8:00 am to 12:00 pm meeting time, and 1:00 pm to 4:00 pm meeting time. Any travel time to and from the meeting location would not be considered Time Worked.

- On the third day, the meeting ended at 4:00 pm and the employee returned home at 6:00 pm. The employee would be paid 9 hours consisting of the 8:00 am to 12:00 pm meeting time, the 1:00 pm to 4:00 pm meeting time, and travel time from 4:00 pm to 6:00 pm.

Note: This assumes that there will be no work done by the employee during the non-meeting hours. If work is done during non-meeting hours, that time must be Time Worked.

Note: In the example, one hour was deducted from the meeting time because the meeting stopped for one hour for a lunch break. If lunch is included as part of the meeting, then that time is also Time Worked. This deduction is variable, depending on the meeting schedule.

Note: The employee will need to complete a Time Adjustment Log form so that the employee's Supervisor will be able to appropriately edit the employee's timesheet.

5. Deadlines

Electronic Timecards must be approved by the employee and/or the employee's immediate supervisor prior to 12:00 pm (noon) on Payroll Monday.

NOPE Forms submitted prior to 12:00 pm (noon) on payday Friday will be processed and the appropriate dollars will be added to the paycard that day. Any NOPE forms received in Central Payroll after the noon deadline will be processed the following Wednesday.