

# Time Keeping Procedures

## Timesheets

All employees whether nonexempt or exempt are required to accurately complete their time sheet and turn them in within the deadline set for each pay period.

Actions required for every employee on time sheets each pay period:

- Enter actual hours worked on the day worked in increments of 15 minutes or more.
- Hours worked will be attributed to funding or project sources on each time sheet. If an employee is working on multiple funding sources, they will need to separate enter hours on each source separately based on the time spent each day.
- Hours worked that are not attributed to a fund or project source must be tracked in separate entries on the time sheet and noted as such for accurate tracking of project or funding time.
- Employees are to make sure that all hours worked are entered including but not limited to applicable travel time, time spent reviewing emails, training time and attending organizational meetings.
- Hours for non-work time that are to be paid or tracked need to be inputted to accurately reflect the reason such as: vacation, sick or holiday.
- Minutes for state law required rest breaks should not be entered on the timesheet.
- Unpaid hours for leave that need to be tracked are also to be entered on the time sheet unless CBO NAME instructs the employee otherwise. Example: protected leave taken unpaid may be required to be entered to accurately track the time taken.
- Employees are to sign each time card with their approval showing it has been inputted, reviewed and completed.
- Employees are to complete their time sheets by the set deadline of each payroll.

Actions required for every supervisor on employee time sheets each pay period:

- Review the entries on the employee's name sheet to ensure:
  - Hours per the employee's standard work hours are accounted per the pay period hours.
  - Project or funding codes have been used appropriately to the work the employee performed.
  - All leave or time off is entered with supervisor knowledge and approval.
- Any errors on the time sheet may be corrected by the supervisor provided the employee is notified of these changes and coached on how to correctly fill out the timesheet.
- In the event that an employee worked unauthorized overtime or took unapproved leave, the employee is still owed overtime and pay for leave per policies. The supervisor is to leave any hours like this on the time card to ensure the employee receives accurate pay.

- Corrective action may be taken for time card errors with an employee but an employee's pay may not be deducted for these hours. If an employee overstates hours or enters hours that were not worked, these can be corrected by the supervisor. In any situation of hours' corrections, supervisors are to notify the employee in writing so that any disputed information can be corrected prior to payroll.
- Supervisors are to sign off on each time card showing their review and approval within the stated deadline of each payroll.

If an employee fails to complete their time sheet, they are still owed pay for their hours worked in that payroll. In the event that an employee forgets to complete a time card, their supervisor will contact them to confirm the hours and complete the time card. In circumstances where the employee is not reachable or is unable to communicate, the supervisor will complete the time card to the best of their knowledge on behalf of the employee. This time card will be noted as completed by the supervisor and submitted with the payroll.

All time cards are to be retained for 2 years after the payroll date. Time cards are to be stored in a secure place that is readily available in the event of a review or audit of the time cards.