



POLICIES AND PROCEDURES

SUBJECT: TIME REPORTING – PAPER TIMESHEETS

POLICY NO: 610.002

PURPOSE: To provide for the accurate recording and reporting of time worked and time off on a paper timesheet for the preparation of the payroll.

POLICY: Each employee shall be held accountable for complete and accurate time reporting on a daily basis when using a paper timesheet.

Supervisors/managers are responsible for obtaining documentation and ensuring appropriate and accurate coding of time collection documents for each employee under his/her purview.

Falsification, tampering with and/or failure to properly complete these documents by employees or supervisors shall be cause for disciplinary action which could include discharge from County service.

PROCEDURES: **A. Paper Timesheet Preparation and Submission**

An employee who is assigned a paper timesheet as his/her time collection process will be issued a paper timesheet for each pay period. The pay periods are (1) from the 1st of the month through the 15th of the month; and (2) from the 16th of the month through the last day of the month. A proxy will be designated for the employee who will be responsible for entering the employee's timesheet on his/her behalf into the web-based time collection system. Paper timesheets are to be completed by the employee or proxy, and forwarded to the area timekeeper/proxy for entry into the web-based time collection system in accordance with the established web-based deadlines, and then approved on-line by the employee's supervisor.

The employee shall accurately and legibly record all time worked and time off on the paper timesheet on a daily basis. The employee will be required to record time in military time. At the option of management, daily recording of when the employee begins and ends his/her work day, including lunch out and in times should be recorded in the appropriate in and out columns on the paper timesheet.

APPROVED BY:
REVIEW DATES:

EFFECTIVE DATE: December 1, 2006
SUPERSEDES:

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Paper timesheets must be completed with a blue or black ball point pen only. If an error is made or change is required, the original entry shall be lined out with a single diagonal slash, the new entry made, and the employee and his/her supervisor will initial the change.

Time recorded as worked must only reflect time that is actually spent performing work for the County. Employees may not spend time on personal business during County working hours. Time spent on personal business may not be reflected as County time on the employee's paper timesheet.

B. Adjustments to paper timesheets/absent employee submissions

If it is necessary for the supervisor to change the information on the paper timesheet and the employee is not available to initial the correction/alteration prior to the paper timesheet being submitted to the timekeeper/proxy, the supervisor must give timely written notice of the change to the employee. The supervisor shall photocopy the paper timesheet and when the employee returns, have him/her review and initial the change on the copy and the supervisor will submit the copy to the Payroll Office. Initialing by the employee on the copy of the paper timesheet acknowledges that the employee is aware of the changes made by the supervisor.

If the employee does not agree with the changes made by the supervisor, and the issue cannot be readily resolved, the supervisor shall contact DHS Human Resources, Employee Relations Unit for assistance.

If the employee is not at work on the day the paper timesheet is to be processed, the supervisor should complete the paper timesheet and forward it to the timekeeper/proxy for entry into the web-based time collection system. Upon the employee's return to work, the timekeeper will provide the employee with a printed copy of the entered paper timesheet for the employee to review and sign. The signed printed copy of the timesheet must then be forwarded to the Payroll Office.

Each supervisor shall be responsible for the security of the paper timesheets. Under no circumstance should the paper timesheet be

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handled by the employee after it has been approved. If paper timesheets are to be hand-delivered to the Payroll Office by an employee, they must be in a sealed envelope that has been signed by the supervisor.

C. Late Paper Timesheets

An employee time collection document that has not been approved by the employee's supervisor within the established deadlines is considered late. A late paper timesheet must be processed as follows:

The timekeeper/proxy must enter the paper timesheet information into the web-based time collection system and submit it to the supervisor for review and approval. Payroll will be responsible for obtaining the information from the web-based time collection system and processing into CWTAPPS.

D. Terminations

If an employee separates from County service (i.e., resignation, retirement, discharge, etc.) the time collection document must be coded 028 (absent without pay) starting the day after the employee's termination date and continuing until the end of the employee's last pay period.

Note: The employee's web-based timesheet generated by the paper timesheet entries must be submitted by the timekeeper/proxy and approved by the supervisor.

E. Records Retention

The timekeeper/proxy must maintain original paper timesheets in a locked secure area for a period of five years.

CROSS

REFERENCES: DHS Policy Nos.:
610, Time Reporting
610.001, Time Reporting-Web-based Time Collection System
610.003, Time Reporting-Key punch Timecards

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SUPERSEDES:

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