



POLICIES AND PROCEDURES

SUBJECT: TIME REPORTING – KEYPUNCH TIMECARDS

POLICY NO: 610.003

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. Keypunch Timecard Preparation and Submission**

An employee who is assigned a keypunch timecard as his/her time collection process will be issued a keypunch timecard for each pay period. Payroll will forward the keypunch timecard to the appropriate area timekeeper prior to 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. The employee must complete the keypunch timecard and have it approved by the supervisor. The supervisor will forward it to the area timekeeper in accordance with established deadlines.

The employee shall accurately and legibly record all time worked and time off. Time variances should be documented on the FRONT SIDE of the keypunch timecard on a daily basis. Daily recording of when the employee begins and ends his/her work day, including lunch out and in times on the BACK SIDE of the keypunch timecard is at the option of management.

Keypunch timecards must be completed with a blue or black ball point pen only. If an error is made or change is required, the original entry

APPROVED BY:
REVIEW DATES:

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shall be lined out with a single diagonal slash, the new entry made, and the employee and his/her supervisor will initial the change.

The employee should only sign, and the supervisor sign/approve, the keypunch timecard only after it has been fully completed.

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 keypunch timecard.

B. Alterations and Changes/Absent Employee Submissions

If it is necessary for the supervisor to change the information on the keypunch timecard and the employee is not available to initial the correction/alteration prior to the keypunch timecard being submitted to the timekeeper, the supervisor must give timely written notice of the change to the employee. The supervisor shall make the necessary change and photocopy the keypunch timecard. When the employee returns, he/she will initial the change on the photocopy and the supervisor will submit the copy to the Payroll Office. When the employee initials the change made on the keypunch timecard by the supervisor, he/she acknowledges awareness that the change was made.

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 keypunch timecard is to be processed, the supervisor should complete and sign the keypunch timecard and make a photocopy of it. The keypunch timecard should then be forwarded to the timekeeper and the copy retained until the employee returns to work. Upon the employee's return to work the supervisor will have the employee review and sign the photocopy. The signed photocopy of the keypunch timecard must then be forwarded to the Payroll Office to be attached to the original keypunch timecard.

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If the employee is (1) on an extended absence, or (2) has worked during the pay period, and does not return to work prior to the established deadline, the supervisor, after ensuring that the employee's absence is coded based upon supporting documentation, approves the keypunch timecard and forwards it to Payroll for processing. A copy of the submitted keypunch timecard should be given to the employee for his/her review and signature upon his/her return to work.

Each supervisor shall be responsible for the security of the keypunch timecards. Under no circumstance should the keypunch timecard, after being approved by the supervisor, be delivered by the employee to the timekeeper or Payroll. If keypunch timecards are to be hand-carried to the Payroll Office by an employee, they must be in a sealed envelope that has been signed by the supervisor.

C. Late Keypunch Timecards

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

Supervisor or timekeeper must fax the completed and signed timecard to Payroll for processing. The original keypunch timecard must then be forwarded to Payroll for their records.

D. Terminations

If an employee separates from County service (i.e., resignation, retirement, discharge, etc.) the keypunch timecard 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.

The supervisor must fax a copy of the completed keypunch timecard to the Payroll Office within one working day subsequent to a terminating employee's last workday. The supervisor must follow-up by submitting the original completed keypunch timecard to the Payroll Office within

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three (3) business days of the employee's last day. The original keypunch timecard is to be hand delivered, by someone other than the employee, and should not be sent through County mail.

E. Records Retention

Timekeepers must maintain all documents in a secure area for a minimum of five years, e.g., copies of keypunch cards sign-in logs, etc.

Note: Original keypunch cards are to be maintained by Payroll for at least five (5) years.

CROSS

REFERENCES:

DHS Policy Nos.:

610, Time Reporting

610.001, Time Reporting-Web-based Time Collection System

610.002, Time Reporting-Paper Timesheets

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