




Human Resources Policies and Procedures

Policy Title: Payroll/Time Records	Policy Number: 5.9
Effective: September 13, 2010	
Supersedes: Payroll/Time Records Policy effective October 30, 2005	
Approval: 	Page 1 of 4

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

To ensure the City keeps accurate records of employees' paid time in compliance with State and Federal laws.

3.0 Policy

- 3.1** The City is required to maintain accurate records of employee time worked and time paid. Common methods of recording time worked include Time and Attendance automated systems, mechanical time clocks, computer read mechanisms, handwritten time records, and supervisor records. Various units of the City may use a combination of these methods for timekeeping.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- 3.2** An employee's payroll records are considered confidential, and access to them is limited to the employee, Human Resources Services, Payroll, City Attorney's office and the employee's supervisor. Human Resources Services will not release information to a third party unless it is in receipt of a signed release from the employee.
- 3.3** Mandatory deductions and wage attachments that are required by law will automatically be made from all paychecks issued by the City. In addition, the employee may authorize voluntary deductions. A statement of deductions is provided to the employee each pay period.
- 3.4** Any intentional or willful falsification of time records, including misrepresenting working hours, falsifying signatures or information on a time record, or tampering with a City time clock or other employees' time record, are extremely serious offenses. Employees found to have engaged in any of these prohibited activities are subject to immediate discipline, up to and including discharge. It may also result in civil and criminal prosecution.

4.0 Responsibility

- 4.1** Payroll is responsible for preparing and distributing a schedule of key events in the payroll processing cycle, including the dates when employee time records are due, and developing and supplying time records and accompanying written instructions.
- 4.2** Employees are responsible for keeping track of their hours worked and benefit time used and ensuring that such information is accurately presented on their time record. All employees must submit a time record in advance of the payroll deadline if they plan to be on leave on a day the time records are due.
- 4.3** Supervisors are responsible for training all new hires on how to complete a time record. Supervisors must review each time record completed by their employees for completeness and accuracy and indicate approval of each time record with their electronic approval/signature. Specific items supervisors must review include:
- A. Mathematical accuracy;
 - B. Discrepancies with actual hours worked by the employee;
 - C. Discrepancies with leave authorized by the supervisor during the period covered by the time record.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

5.0 Definitions

- 5.1 Time worked** is all the time actually spent on the job performing assigned duties.
- 5.2 Paid time not worked/benefit time** is time an employee is paid for through use of comp time, vacation, sick, funeral or personal leave that he or she is not performing assigned job duties.

6.0 Procedure

6.1 Documentation of Time Record

- A. Employees should be ready to work as soon as their shift starts.
- B. Employees will be given instructions for keeping their time record as part of the orientation process on the first day of work.
- C. Employees who do not submit a time record on or prior to the required payroll deadline will not have a check processed for those hours worked until the following pay period.
- D. The total number of hours worked each day must also be recorded. It is not appropriate to simply record the scheduled work hours if the actual work hours differ from the schedule.
- E. The employee's electronic signature on the time record, at the conclusion of the pay period, certifies that the time recorded is accurate.
- F. The supervisor is required to electronically approve/sign the time record certifying that he/she has reviewed and agrees with the time reported as worked. A supervisor's approval shall in no way be an approval of recorded, unearned benefit time.
- G. Times records are maintained in the Time and Attendance system as official payroll documents, for three years.
- H. In the event that an employee recognizes a discrepancy in his/her City time record, they must notify their supervisor immediately. The supervisor will need to notify payroll of the appropriate adjustments.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- I. In the event an employee is unexpectedly absent on the day time records are due, such employee should contact his/her supervisor to make alternate arrangements for submitting time worked. An employee shall not be paid for time worked until an approved time record is submitted.

6.2 Access to Records

- A. Third Party Access - when a third party by way of a subpoena or other legal document requests payroll information, payroll will promptly supply all applicable information.
- B. When a third party is requesting information for credit or reference check, the employee should ensure that such a request is accompanied by a signed release.
- C. All requests not accompanied by such a release cannot, unless required by law, be completed and will be returned to the third party.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.