

Treasury Documentation

Subject: Time Reporting, Guidelines for Entering on Data Collection
Distribution System (DCDS) and for Preparing Forms

For: EMPLOYEE HANDBOOK

Also See: ET-03035

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Bulletin
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Employees must report their time and attendance using the Employee Data Collection function on the Data Collection Distribution System (DCDS).

Reporting Time and Attendance Using DCDS

Employees must submit completed time and attendance electronically **to their supervisor by 10 a.m.** on the last work day of the pay period (generally Friday).

If an employee is unable to submit time and attendance before the deadline, his or her supervisor may authorize that a timesheet be generated using the default work schedule on file.

Employees are responsible for entering time and attendance in a daily format. (This does not mean an employee needs to enter time daily into the system, but the format must be daily.)

Consult supervisor or timekeeper as needed. See the DCDS Employee Manual available on the Office of Human Resources (HR) Intranet page.

General Guidelines

All leave time except sick leave and unpaid leave must have prior supervisory approval (either verbal or written). Sick leave and unpaid leave should have prior supervisory approval whenever possible. Obtain supervisory approval via DCDS whenever possible before using any leave time.

If leave time will be used without prior written or verbal approval, the employee must notify his or her supervisor within one hour after the start of employee's work shift. As soon as possible upon return to work, electronically submit a leave/overtime request online using DCDS for supervisor's approval.

Enter hours worked and/or leave credits used in whole numbers and tenths of an hour as follows:

1-3	min.	=	.0 hour
4-9	min	=	.1 hour
10-15	min	=	.2 hour
16-21	min	=	.3 hour
22-27	min	=	.4 hour
28-33	min	=	.5 hour
34-39	min	=	.6 hour
40-45	min	=	.7 hour
46-51	min	=	.8 hour
52-57	min	=	.9 hour
58-60	min	=	1.0 hour

Employees must enter starting and ending times for all absences or overtime worked. Enter starting and ending times as a comment in DCDS. To show “a.m.” or “p.m.,” enter leave time ending at **noon** as ending at 12 p.m. and leave time ending at **midnight** as ending at 12 a.m.

Form 1866 OVERTIME REQUEST – AUTHORIZATION must be approved **before** any overtime is worked.

Compensatory time **must** be used **before** annual leave except where the maximum annual leave cap has been reached. Compensatory time can be used in the same pay period it is earned but **cannot** be used before it is earned.

Personal leave (16 hours, recorded as annual leave) is granted each October 1. If the personal leave grant will cause the employee to exceed the maximum accumulation, the employee will lose any portion of the grant that exceeds that maximum.

Leave granted under the Family Medical Leave Act (FMLA) (for necessary absences up to 12 weeks per calendar year of paid and/or unpaid leave for certain family and medical reasons) must be approved in advance by HR. Consult HR to determine the best leave options (e.g., medical leave, personal leave, FMLA, and/or substitution of accrued paid leave credits for FMLA under certain circumstances).

Eight hours of school and community participation leave is granted each year to permanent and limited-term, non-probationary employees. Form 2283 SCHOOL AND COMMUNITY PARTICIPATION LEAVE REQUEST must be submitted and approved before using school and community participation leave. School and community participation leave not used within the current fiscal year will **not** be carried over to the next fiscal year. Refer to page 2 of form 2283 for permissible uses of school and community participation leave.

Employees must complete form 2283 **and** use the Employee Leave OT/Request function to submit a request for school and community participation leave.

Guidelines for Entering Holiday Time for Employee Entry on DCDS

If pay period includes a holiday (the column for that day appears red on the screen), enter holiday credit hours using the HOL1 hours type.

End