

Treasury Documentation**Subject:** Time Reporting, Data Collection Distribution System (DCDS)**For:** EMPLOYEE HANDBOOK**Also See:** BT-03060;
DCDS Manual

Identification	ET-03149 Policy
Effective Date	6-1-2010
Replaces	ET-03149 (1-1-2010)
	Page 1 of 4

TIME AND ATTENDANCE**Employee Level**

Employees must electronically submit completed time and attendance to supervisor by **10 a.m. on the last work day of pay period (usually Friday)** through the Data Collection Distribution System (DCDS).

Once employee's time and attendance has been electronically approved by supervisor, modifications can only be made by supervisor, timekeeper, certifier, or releaser, based on supporting documentation and accompanying comments which must be entered in DCDS at the time the change is made.

Supervisor must approve time and attendance by **2 p.m. on the last work day of pay period (usually Friday)**.

Refer to Bulletin BT-03060 for guidelines for DCDS entry. Refer to the *DCDS Manual* for employee entry of time and attendance on DCDS.

Timekeeper Level**Primary and Alternate Timekeepers**

Each timekeeping unit (TKU) must identify a primary timekeeper and alternate timekeeper. If both the primary and alternate timekeepers are unavailable, the Transactions Manager in Office of Human Resources (HR) must be notified by Division Administrator/Office Director to audit time and attendance.

Primary and alternate timekeepers cannot audit their own individual time and attendance. Therefore, their time and attendance must be reported on a TKU other than the one(s) for which they are responsible for auditing (or backing up).

If there are changes in timekeeper designation, submit form 3449 DCDS SECURITY REQUEST to HR so security profiles can be updated promptly and access granted to the new timekeeper.

The Department of Technology, Management, and Budget has recommended TKU size be limited to approximately 30 staff people per TKU. All alternate timekeepers should be primary timekeepers on another TKU. If this is not possible, they should be allowed the opportunity to audit time and attendance frequently to maintain their knowledge of DCDS.

Timesheets are required to be submitted, approved, and audited electronically no later than **10 a.m. of Day 1 (usually Monday)** of the time and attendance processing schedule.

Default Work Schedule

Within their assigned TKU(s), timekeepers/employees have the option to establish default work schedules. If a default work schedule is in place, only changes such as leave taken need to be made before the timesheet is submitted. If an employee has an adjustment to his or her default work schedule (e.g., change in Plan A status, leave of absence), the employee is responsible for notifying the timekeeper in writing or by e-mail of this change. It is recommended that default work schedules be set up for each employee to provide the ability to generate a timesheet for an employee's typical work schedule when the employee has not submitted time by the specified time reporting deadline.

Review and Audit Time and Attendance

Timekeepers will be required to review and audit (online in DCDS) every time and attendance report assigned to a TKU to ensure the accuracy of the information and verify all time and attendance has been submitted and approved by the supervisor. Should any corrections or modifications to the time reported on the employee's timesheet be required at this point, the immediate supervisor must authorize the change(s) through written authorization or e-mail to the timekeeper. Notify the affected employee of any changes to be made. The timekeeper can then enter the changes, along with corresponding comments explaining the reason for the modification(s). Once the completed time and attendance report has been submitted to the certifier, modifications may only be made by the certifier or releaser, and accompanying comments must be entered in DCDS. Once the payroll has been processed, adjustments to previously recorded time and attendance will require approval of the employee's immediate supervisor and submission of a written memorandum or e-mail from the timekeeper to the assigned HR Transaction Liaison noting the necessary adjustment(s). The affected employee and supervisor must be included in this correspondence.

HR Certifier and Releaser Level

Time and attendance will be released to payroll only by HR staff **as soon as possible** after the audit function is complete. Designated HR Transaction Liaisons are responsible for reviewing all submitted time and attendance reports for completeness, reviewing changes made to employees' time and attendance, and the accompanying comments to ensure appropriateness of the changes.

INDEX CODES

To change the standard distribution for an employee, send an e-mail to the HR Transactions Manager. All requests for distribution changes should include:

- A. Employee name
- B. Employee ID number
- C. Old index (and percent if other than 100 percent)
- D. New index (and percent if other than 100 percent)
- E. Effective date of change
- F. Employee TKU.

ACTIVITY CODES

DCDS activity codes will be assigned, entered, and maintained in DCDS by HR staff only. The assigned codes will be used consistently throughout Treasury. If a division needs to modify or add activity codes, a written memo from Division Administrator/Office Director must be submitted to HR.

STAFFING CHANGE

The immediate supervisor is responsible for notifying timekeeper and assigned HR Transaction Liaison, through memorandum or e-mail, when an employee separates from State service, transfers to another agency (either within Treasury or another State department), or is in a temporary position due to expire.

OVERTIME REQUESTS AND REMINDERS

No annual leave should be granted to employees during the pay period in which they work overtime. Employees should be advised of this before they begin overtime. See form 1866 REQUEST FOR OVERTIME AUTHORIZATION. Sick leave is not counted as work time for the purpose of computing daily and weekly overtime. Employees will request leave and/or overtime using the Employee Leave/OT Request function in DCDS.

Union activity, administrative leave, jury duty, and holiday hours are entered under the appropriate hours type (UNO1, ADM1, JUR1, and HOL1).

Following are hours types/description options available for Treasury:

<u>Hours Type</u>	<u>Description</u>	<u>Hours Type</u>	<u>Description</u>
ADM1	Administrative Leave - Shift 1	NOPY	Non-Pay Hours (DO NOT USE)
ANLV	Annual Leave	OTX1	Exception Overtime - Shift 1
BLTU	Banked Leave Time Used	OTX2	Exception Overtime - Shift 2
CALL	On Call	OTX3	Exception Overtime - Shift 3
CMPE	Compensatory Time Earned	OVT1	Non-Holiday Overtime - Shift 1
CMPU	Compensatory Time Used	OVT2	Non-Holiday Overtime - Shift 2
DH81	Deferred Hours Used 1981	OVT3	Non-Holiday Overtime - Shift 3
DH82	Deferred Hours 1982	PLNA	Voluntary Work Schedule
FMAL	Family Medical Leave Using Annual Leave Credits	REG1	Regular Straight Time - Shift 1
FMBL	Family Medical Leave, Using Banked Leave Time		
FMCM	Family Medical Leave, Using Compensatory Time		
FMHL	Family Medical Leave on Holiday	REG2	Regular Straight Time - Shift 2
FMLA	Family Medical Leave, Unpaid	REG3	Regular Straight Time - Shift 3
FMSL	Family Medical Leave Using Sick Leave Credits	SCHL	School and Community Leave
HOL1	Holiday - Shift 1	SKLV	Sick Leave
ILG	Initial Leave Grant	SPCF	Special Pay Code "F" - In-State Auditors in Travel Status Conducting Out-of-State Audits
JUR1	Jury Duty - Shift 1	TLDN	Temporary Layoff Day - Non-Paid
JUR2	Jury Duty - Shift 2	UNO1	Union Activity Leave - Shift 1
LOST	Lost Time	ZERO	Zero Hours Time Sheet

End