

TREASURY DOCUMENTATION

Subject

Time Reporting, Process

For

EMPLOYEE AND TIMEKEEPER
HANDBOOKS

Also See

BT-03060; ET-03035, 66,
149; JT-03021, 22, 24,
65, 67, 68; PT-03094,
141; DCDS Quick
Reference Guides

| | |
|----------------|--------------------------------------|
| Identification | 4/27-4/29.1 PT-03097 Procedure |
| Effective | 11-1-1998 |
| Through | 11-1-2000 |
| | Page 1 of 4 |

| | |
|----------|-------------------|
| Replaces | PT-03097 (4-1-94) |
|----------|-------------------|

| WHO | WHEN | ACTION |
|------------|--|---|
| | | <i>Page 4/27</i> |
| Timekeeper | First Week of Current Pay Period | 1. Receives PR-314 Leave and Attendance Analysis Report which reflects sick, annual and personal leave, earned compensatory time and deferred hours for all persons within timekeeping unit (TKU). Note: This report will be phased out as Data Collection Distribution System (DCDS) will be used to verify leave balances. |
| Employee | Daily (From Beginning to End of Pay Period) Daily or at End of Pay Period | 2. Refers to other time reporting documents in Employee Handbook as needed: <ol style="list-style-type: none"> A. Policy ET-03035 (page 4/26) for time reporting requirements B. Policy ET-03149 (page 4/61) for time reporting on DCDS C. Bulletin BT-03060 (page 4/30) for guidelines on time reporting on DCDS or form A-424 or M-1331 D. Job Outline JT-03065 (page 4/39) and Employee Time Entry Quick Reference Guide (QRG) for entering time and attendance on DCDS. 3. Enters hours worked and/or leave credits used on appropriate time report: <ol style="list-style-type: none"> A. Data Collection Distribution System (DCDS) on-line time and attendance (see Job Outline JT-03065 and Employee Time Entry QRG, or |

Initials

Signature

| WHO | WHEN | ACTION |
|------------------|--|---|
| <i>Page 4/28</i> | | |
| Employee (cont.) | | 3. B. Form A-424 EMPLOYEE TIME AND ATTENDANCE REPORT for employees eligible for overtime (Fair Labor Standards Act (FLSA) code Y or E), or C. Form M-1331 EXEMPT EMPLOYEE TIME AND ATTENDANCE REPORT for employees ineligible for overtime (FLSA code N). |
| Supervisor | As Needed | 4. If Employee requests approval of leave time: A. Verifies that Employee has sufficient leave balance. (1) Uses DCDS or checks with Timekeeper to verify leave balances, as needed. B. Approves request through DCDS, or C. Approves request on A-424 or M-1331 and returns approved time report to Employee. 5. Reviews and approves overtime worked, including requests for compensatory time earned in lieu of cash payment. Note: Form M-1402 OVERTIME REQUEST – AUTHORIZATION must be approved before any overtime is worked. |
| Employee | By 10:00 a.m. Friday at End of Pay Period | 6. Completes entry of time on DCDS and electronically submits to Supervisor for approval, or 7. Computes totals, signs, and dates completed A-424 or M-1331 and gives to Supervisor. |
| Supervisor | | 8. Reviews time report for accuracy and approves time through DCDS or signs (certifies) and dates A-424 or M-1331. Note: Supervisors are responsible for accuracy of time reports submitted by employees and for verifying employees' available leave time. (Refers to Policy ET-03035.) |

| WHO | WHEN | ACTION |
|--------------------|---|--|
| | | <i>Page 4/29</i> |
| Supervisor (cont.) | By 2:00 p.m. Friday at End of Pay Period | 9. Submits employees' time electronically through DCDS or forwards all A-424's or M-1331's to Timekeeper. |
| Timekeeper | As Soon As Possible Upon Receipt | <p>10. Reviews approved time submitted through DCDS or on A-424's or M-1331's from Supervisor for completeness and certification or signature.</p> <p>11. Enters employees' hours from A-424 or M-1331 into DCDS according to Job Outline JT-03068.</p> <p>12. Makes changes or corrections on DCDS according to Job Outline JT-03022.</p> <p>13. Determines employee's eligibility to receive holiday pay according to Policy ET-03066.</p> <p>14. Computes appropriate holiday credit for full-time, job-share, and permanent-intermittent employees, according to Job Outlines JT-03067 (through DCDS) and JT-03024 (on A-424 or M-1331).</p> <p>15. Completes TKU processing according to Job Outline JT-03068.</p> <p>16. Sends written memo(s) or e-mail message to Human Resources (HR) Division Liaison if 5% shift differential should be paid for earned compensatory time.</p> <p>17. Audits TKU through DCDS for accuracy and completeness according to Job Outline JT-03068.</p> <p>18. Submits TKU through DCDS to Certifier for review and certification.</p> |
| Certifier | | <p>19. Audits TKU for accuracy and completeness and certifies TKU.</p> <p>Note: The Certifier must be someone other than the Timekeeper or Employee whose time is recorded on the TKU. (Refers to Policy ET-03035.)</p> |

| WHO | WHEN | ACTION |
|-----|------|--------|
|-----|------|--------|

Page 4/29.1

| | | |
|-------------------|--|--|
| Certifier (cont.) | No Later Than Tuesday 2:00 p.m. Following End of Pay Period | 20. Submits TKU for biweekly pay period to HR for audit and release. |
|-------------------|--|--|

| | | |
|------------|--|---|
| Timekeeper | | 21. Keeps all A-424's and M-1331's until audited by Auditor General (usually every three years). A. If work space does not permit storage of time reports, sends forms to Department of Management and Budget Records Center for storage according to Retention and Disposal Schedule. |
|------------|--|---|

| | | |
|--------------------------------------|--|--|
| Human Resources Management Assistant | | 22. Audits and releases data from DCDS into Personnel Payroll System (PPRISM). |
|--------------------------------------|--|--|

Notes: If time used for any of the following reasons, HR will print and distribute, as needed, a copy of employee's time report:

- A. Worker's compensation (job injury)
- B. Leave of absence
- C. Jury duty
- D. Military duty
- E. Working out of class.

Refers to Jury Duty Procedure PT-03094, page 4/19 in the Employee Handbook and Military Leave Procedure PT-03141, page 4/58 in the Employee Handbook.

End