

Treasury Documentation**Subject:** Time Reporting Requirements**For:** EMPLOYEE HANDBOOK**Also See:** BT-03060;
DCDS Manual

Identification	ET-03035 Policy
Effective Date	6-1-2010
Replaces	ET-03035 (9-1-2007)
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Employees must report their time and attendance using the Employee Data Collection function screen on Data Collection Distribution System (DCDS). Refer to Bulletin BT-03060 in this Handbook or the DCDS Manual, located on the Office of Human Resources (HR) Intranet page, for entering time and attendance.

The FLSA code is viewable on the Employee Information tab in DCDS or in the “Exempt” column of Section A of the Compensation Plan for the employee’s classification and level.

Employee must:

1. Report time and attendance through DCDS.
2. Verify sufficient leave balance is available before requesting leave usage.
3. Obtain supervisor’s approval (either verbal or electronic) for all leave requests before leave usage, when possible and appropriate.
4. Verify supervisor has obtained approvals on form 1866 OVERTIME REQUEST - AUTHORIZATION for all overtime **before** overtime is worked.
5. Electronically submit (through DCDS) completed time and attendance to supervisor, no later than **10 a.m.** on the last day of the pay period (generally Friday).

Supervisor must:

1. Review and approve any leave requests **before** leave usage, whenever possible.
2. Verify employee has sufficient leave balance to cover leave requests before approving leave through DCDS.
3. Verify HR has granted administrative leave before approving administrative leave request through DCDS.
4. Submit overtime requests on form 1866 **before** overtime is worked, including requests for compensatory time in lieu of cash payment.

Timekeeper must:

1. Be someone other than the employee or employee’s supervisor.
2. Report his or her own time and attendance on a timekeeping unit (TKU) other than the one(s) for which he or she is responsible to enter or back up.

3. Review and audit (online through DCDS) time recorded for each person assigned to a TKU to ensure accuracy of information and verify that all time and attendance has been submitted.
4. Verify approved form 1866 is on file before submitting overtime through DCDS.
5. Electronically audit TKU by **10 a.m. Monday** following the end of the biweekly pay period.

End