Personnel and Administrative Policy and Procedure

SUBJECT: PAYROLL REPORTING	EFFECTIVE DATE: DECEMBER 15, 2007 REVIEWED: AUGUST 2011 REVISED:
CATEGORY: 400 POLICY NUMBER: 400.3	CROSS REFERENCE: Attachment: TIME ENTRY PROCEDURES

Purpose: To standardize payroll reporting.

Scope: All employees.

Policy: Reporting time for payroll is the responsibility of each employee. Supervisors will verify time reported and approve prior to it being submitted to the Payroll Accounting Technician.

Guidelines for Use: This procedure covers all authorized use of time reporting for bi-monthly payroll processing and correction of under and over payments.

Procedures

A. City employees are required to accurately record their time electronically per the time entry system. By submitting time on the Incode system an employee is verifying that the time is accurate. Pay periods are from the 9th to the 23rd of the month and the 24th to the 8th of the following month. Time must be recorded and submitted to the approver by the end of the last day of the pay period.
B. Time should be reported in fifteen (15) minute increments, rounding as appropriate.
C. All overtime, comp time, vacation, sick time, etc. needs to be reported during the current pay period on the date when it is actually taken. With time being reported at the end of the pay period and not before, there should be minimal need for time adjustments.
D. Time off other than sick leave requires prior approval. Time off should be requested and approved via electronic time entry.
E. If you know that you will be gone on vacation when time sheets are due then complete your time sheet before you leave. If you are sick on the day timesheets are due or for some other reason have not completed it, your supervisor will be able to complete it for you.
F. Supervisors are required to verify that the time reports are accurate. The information is then submitted electronically to the Payroll Accounting Technician for processing. The time entry system maintains a record of entries.
G. Paydays are the 15th and last working day of the month. If a payday falls on Saturday or Sunday, paychecks or deposit remittances will be dated & disbursed on the preceding Friday. If a payday falls on a recognized holiday, paychecks or deposit remittances will be dated & disbursed on the last working day prior to the holiday. For the payday on the 15th of the month, an employee is paid for hours worked and reported through the 8th of that month and for paydays on the last working day of the month, an employee is paid for hours worked and reported through the 23rd of that month.
H. If any employee believes that she/he is under or over paid, it is the employee's responsibility to notify the Payroll Accounting Technician. When Payroll becomes aware of an underpayment, and there is no dispute over the unpaid wages, the unpaid amount is due within three (3) business days if it is five (5)% or more of the employee's gross wages. If the amount is less than five (5)% it may be included on the next regular paycheck. Employees that are over paid are required to repay the city when the over

payment is discovered. If the employee discovers the overpayment, he/she shall notify the Payroll Accounting Technician immediately upon discovery. The employee will make arrangements with the Payroll Accounting Technician to repay the overpayment. Such arrangements will include accounting for taxes and PERS.

Final Checks (Termination or Retirement): It is the Human Resources (HR) Assistant's responsibility to inform the supervisor and/or employee regarding when and how to record hours so that a final paycheck can be processed by the last date of employment.

When the final check is completed, it will be provided to Human Resources. The HR Assistant will make arrangements with the employee or his/her designee to pick up and review the final check. These are issued as an actual check rather than payroll deposit. The HR Assistant will also work with the employee's supervisor to see that all City related possessions have been returned.

Responsibilities

<u>Employees</u>

- Submit accurate time for hours worked and leave taken in the time entry system by the cut-off date as established by Payroll.
- Verify the accuracy of his/her payroll check.

<u>Supervisors</u>

- Submit accurate time in the time entry system by the established cut-off date as established by Payroll.
- Verify the accuracy of time recorded by employees, approve and submit time to payroll by the cut-off date as established by Payroll.

<u>Payroll:</u>

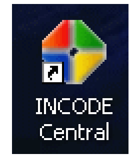
- Verify accuracy of paychecks to what was reported.
- Disburse payroll checks to Human Resources for distribution to employees.

<u>Human Resources:</u>

- Verify all paychecks or facsimiles are completed.
- Make arrangements to distribute paychecks to each facility by time of opening on payday.

Time Entry Procedures

Getting Started

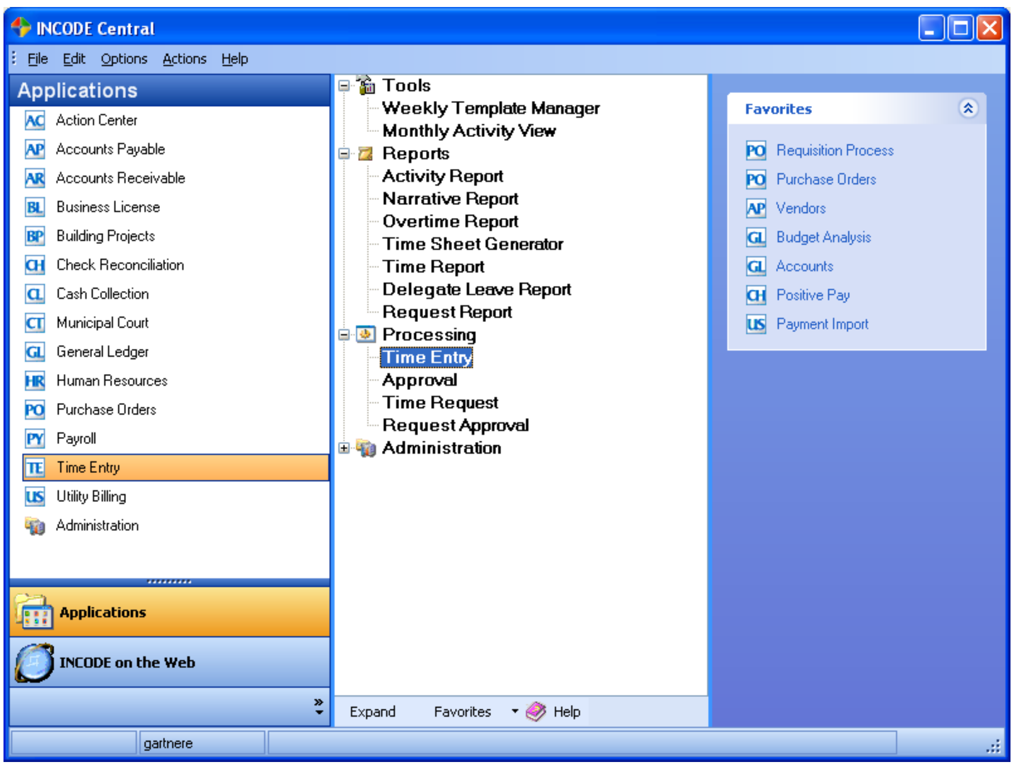


Log on to the computer. Double click on the Incode icon on your desktop. (Please be sure it is the icon that looks similar to the one at right. There may be a link to the Incode Test database on your desktop, too.)

The TE module also makes use of Outlook since time adjustment requests, approvals and rejections are e-mailed to and from the employee and supervisor or delegate, if applicable.

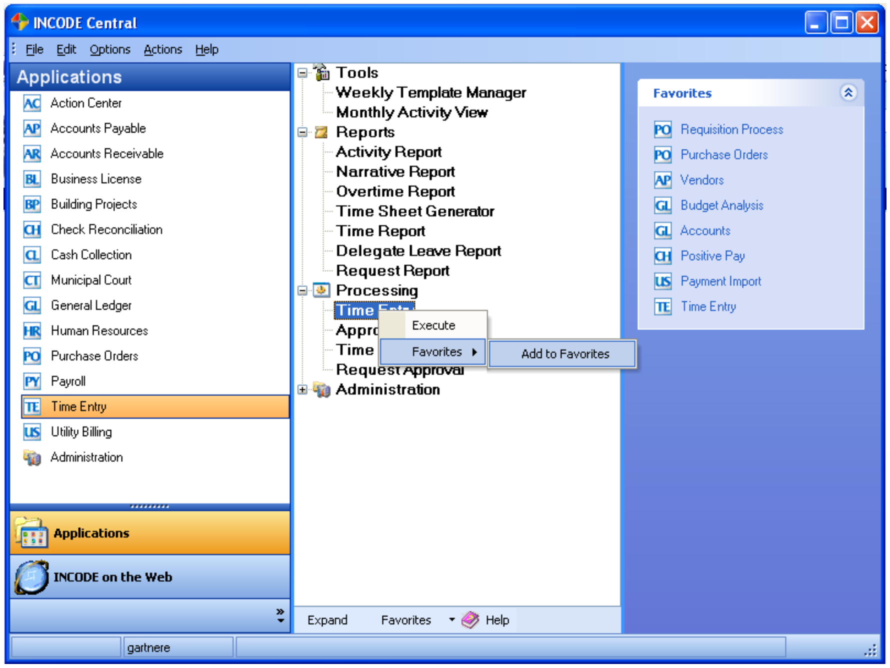
Once you log into Incode and the TE module you will only be able to see your own timesheet and timesheets of staff you supervise, if applicable.

Click the Time Entry Application from the left-hand pane.
Expand the Processing menu and select Time Entry from the list.

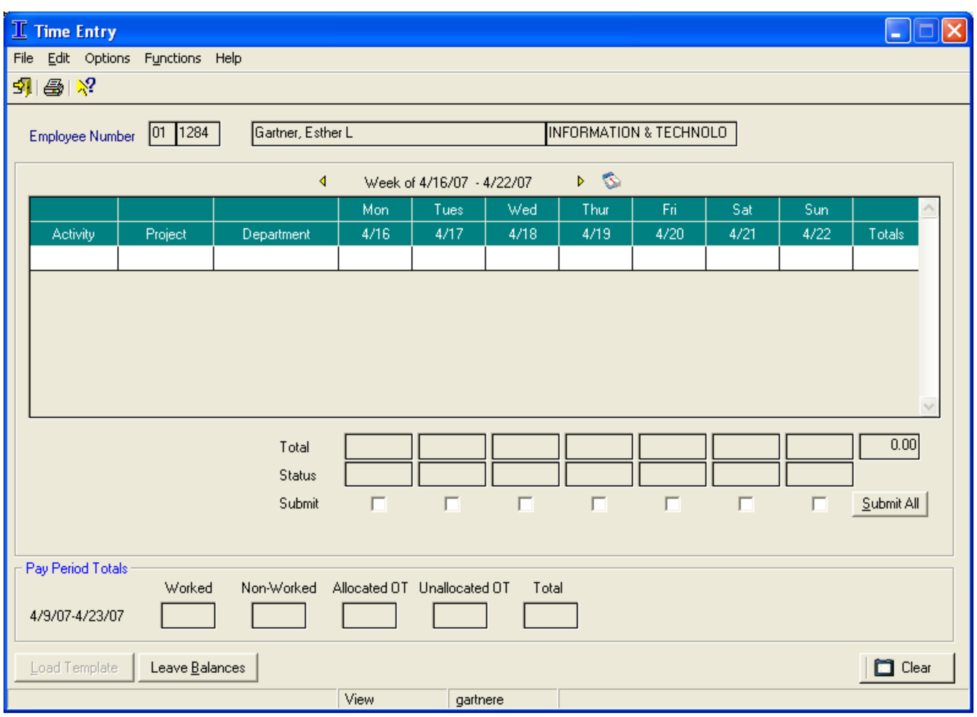


Note: You may want to add the Time Entry option to your Favorites list in the right-hand pane to avoid having to drill down the menu structure each time you want to update your timesheet.

To add the Time Entry option to your Favorites, right-click on the Time Entry menu option, select Favorites and Add to Favorites. You should now see the entry the Favorites listing in the right-hand pane. Follow this procedure to add the Time Request or other menu options you use frequently to your Favorites listing.



Double-click the Time Entry menu item to launch the electronic timesheet.



Reporting Hours Worked

All overtime, comp time, vacation, sick time, etc. needs to be reported during the current pay period on the date when it is actually taken. With time being reported at the end of the pay period and not before there should not be a need for time adjustments.

If you know that you will be gone on vacation when time sheets are due then complete your time sheet before you leave. If you are sick on the day they are due or for some other reason have not completed it, your supervisor will be able to complete it for you.

The employee can click the Leave Balances button located in the bottom left-hand corner of the Time Entry screen to see their real time leave bank balances. If an employee tries to request time and there are not enough hours to cover the request a warning will pop up on the screen alerting you to the fact that there are insufficient hours.

For full time employees (Exception Reporting)
All full time employees will report **exceptions** in the pay period. Some full time staff have been reporting in this fashion in the past and for some full time employees this will represent a change in your reporting format.

For example if you had eight (8) hours sick leave on May 1st or two (2) hours of overtime on May 2nd you would need to report only the exception to the standard eight (8) hours actually worked. If you worked a straight 8 hours for the day you no longer need to record these hours. Incode records time in 15-minute increments.

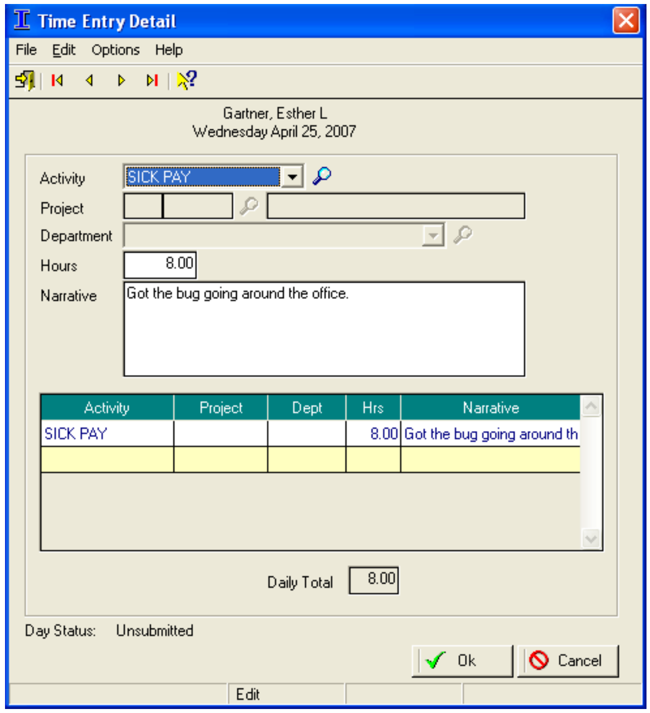
If you previously submitted a request for time off (see section below on how to submit requests) it will automatically show up on your time sheet on the date requested with the correct number of hours requested. However, if you worked those hours instead of taking them off you will need to adjust your timesheet.

For part-time and temporary employees (Positive Reporting)

Employees in this category will continue to report actual hours worked. Incode records time in 15-minute increments.

Completing the Timesheet

Double-click the first line under the date you need to report the exception.
A Time Entry Detail window appears.
Drop down the list of Activities and choose the exception to report.
Tab to the Hours field and enter the number of hours for the exception.
Tab to the Narrative field and enter a description for the event, if necessary.
At this point you can either click OK to enter the time or use the arrows at the top of the window to expand the exception to additional days.



Once you have clicked OK and the time appears on the correct date(s) you will need to slide the calendar forward to complete the rest of the time period. If you move the calendar forwards (or backwards) you will be prompted to save the current week's time information.
Click YES to the prompt "Save this record?"

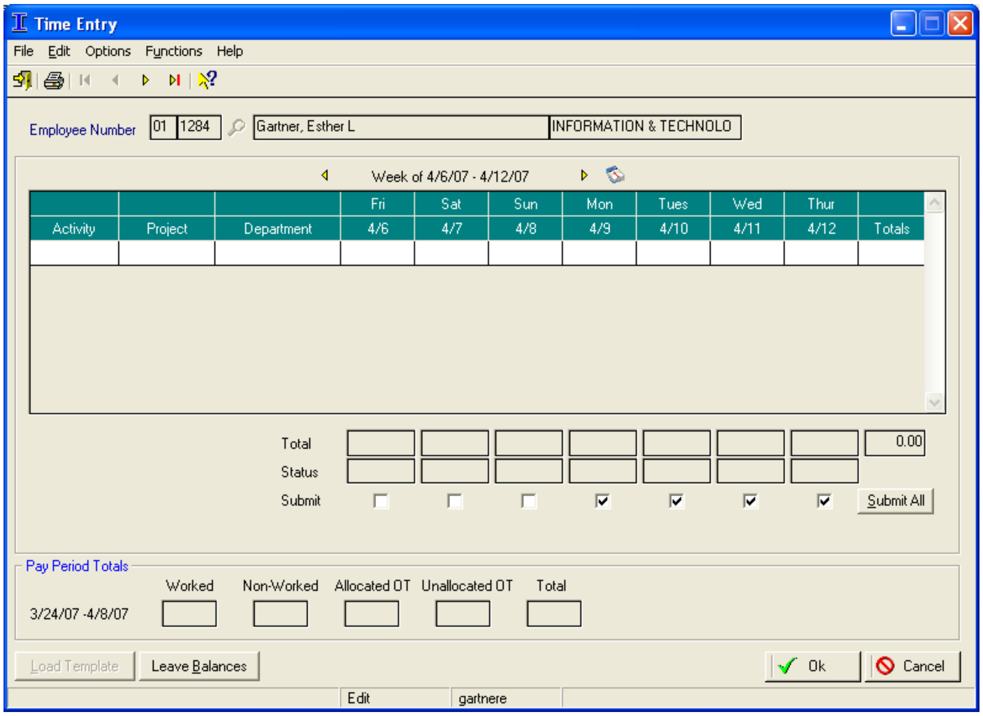
Note: **If you do not save the record your time information will be deleted**.

Making Corrections/Changes
If you make an error when entering exception time, you can correct by right clicking on the entry. The system will allow you to either delete the row or delete the cell. However, if you are trying to correct time entries that have already been approved by your supervisor, you will have to go back into the Time Off Request, delete your prior request and resubmit your new request. Once the new request is approved, it will automatically register on your time entry report.

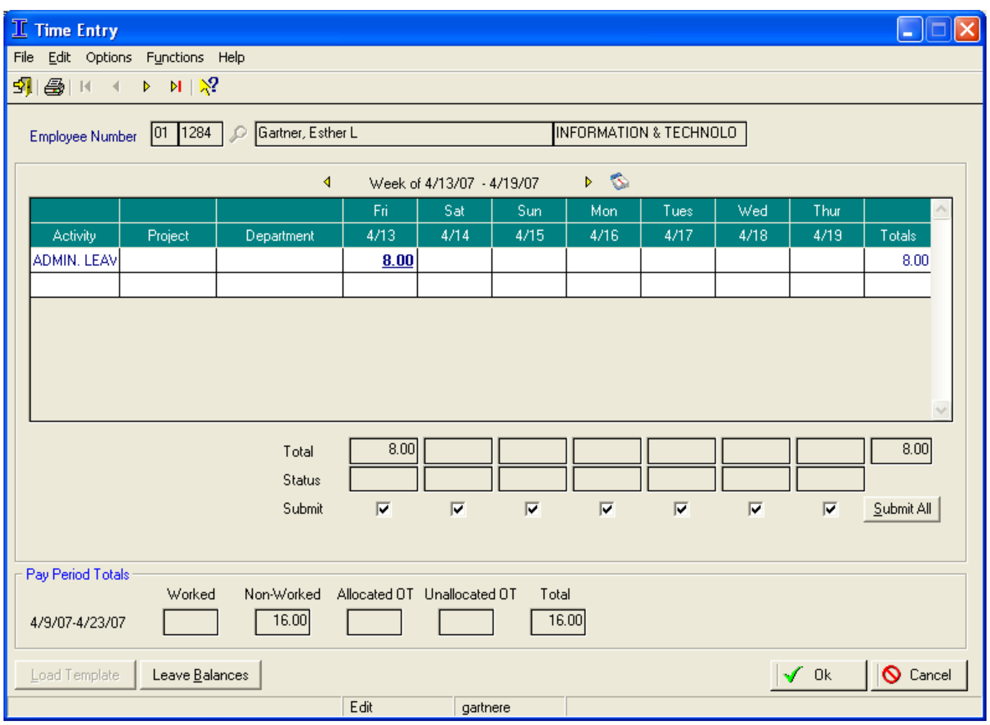
Once you have completed entering your information on your timesheet, you will need to submit your timesheet to your approver, which is usually your supervisor.

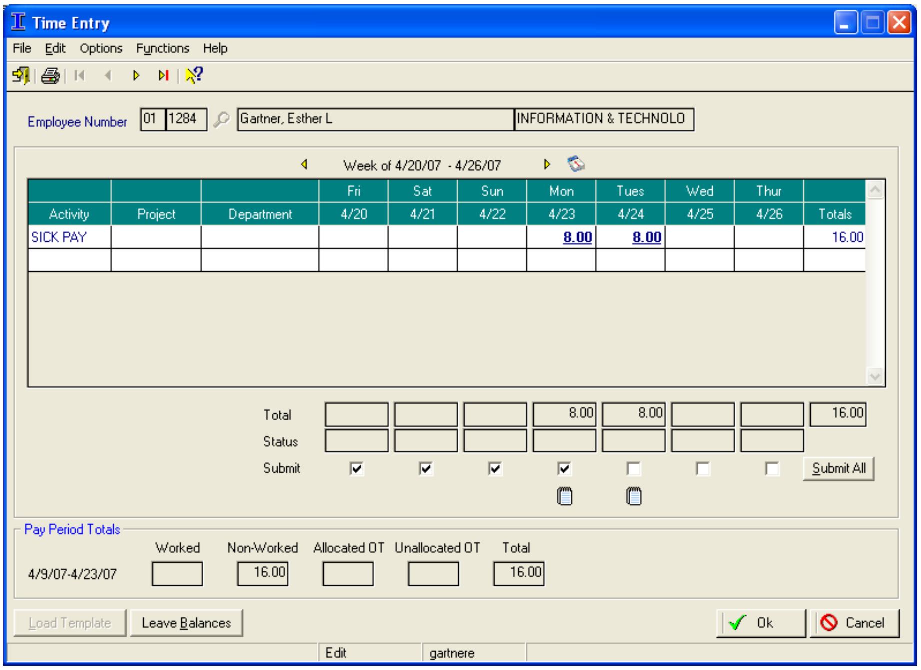
Check the boxes in the Submit row for the correct dates within the pay period for which you have completed entering time.

Once you hit the submit button, the approver will receive an e-mail notice alerting him or her that there is a timesheet waiting approval. Once a cutoff date for payroll has been reached and you have submitted your timesheet, you will only be able to view your timesheet. After the cutoff date any changes will need to be done through payroll.

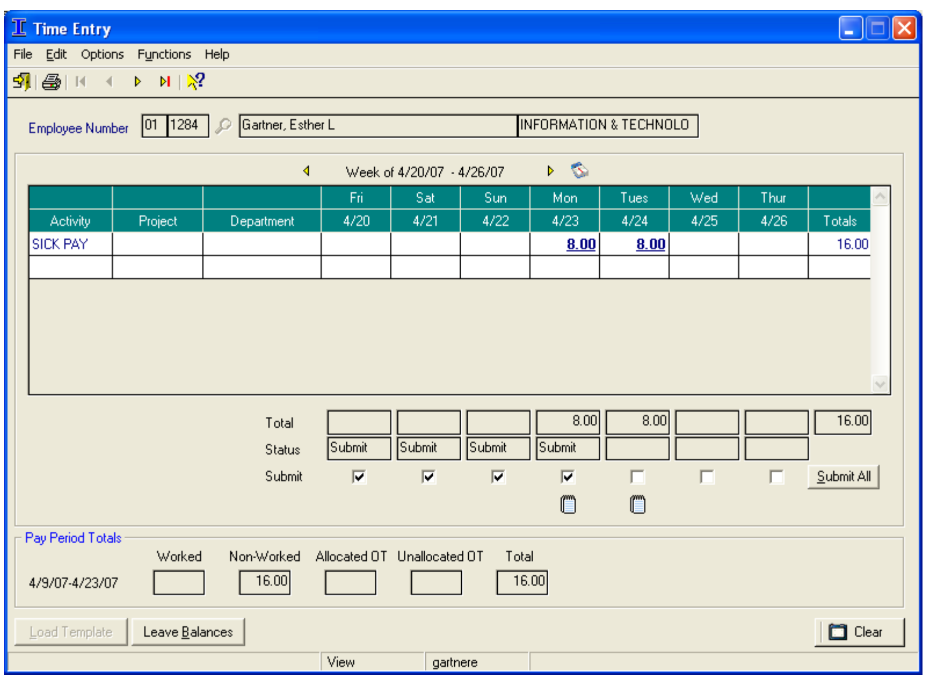


Slide the calendar forwards (or backwards) to access the next week in the pay period. Remember to click YES to the prompt "Save this record?" each time you move the calendar.





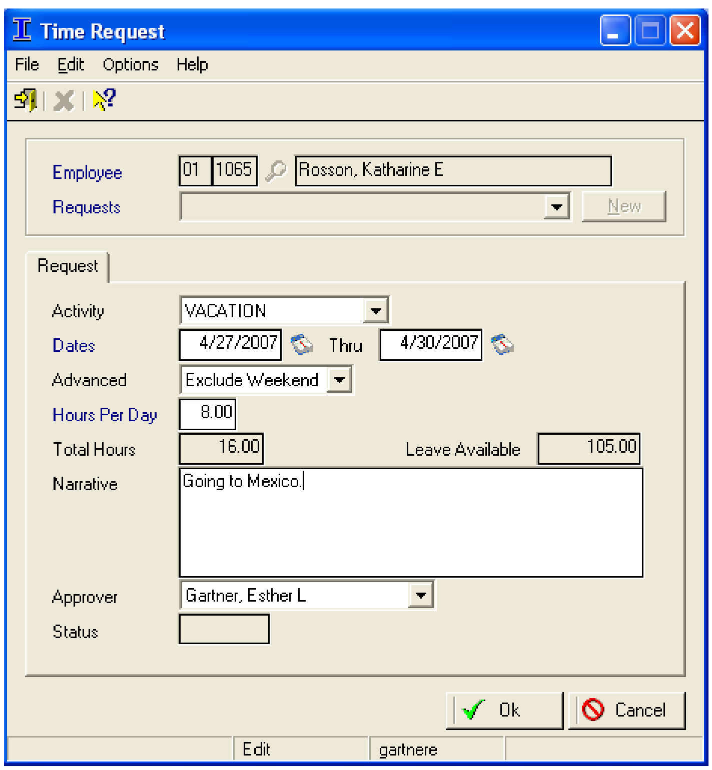
Click OK to close out of the timesheets. If you were to reopen your timesheet you will notice that the status in the Status line now says Submit indicating the timesheet is now ready for your approver to either approve and move forward to Payroll or reject for correction(s). If the approver denies anything on the timesheet you will receive an e-mail notice.



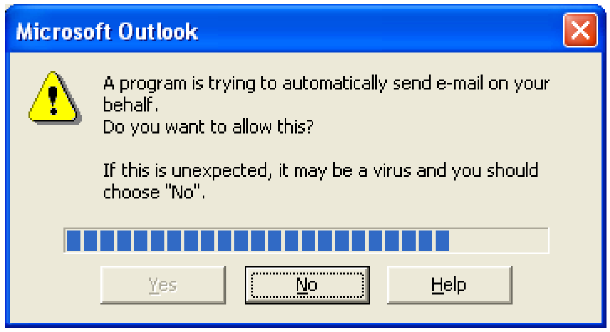
Requesting Time Off

- Click the Time Entry Application from the left-hand pane.
- Expand the Processing menu and select Time Request from the list.

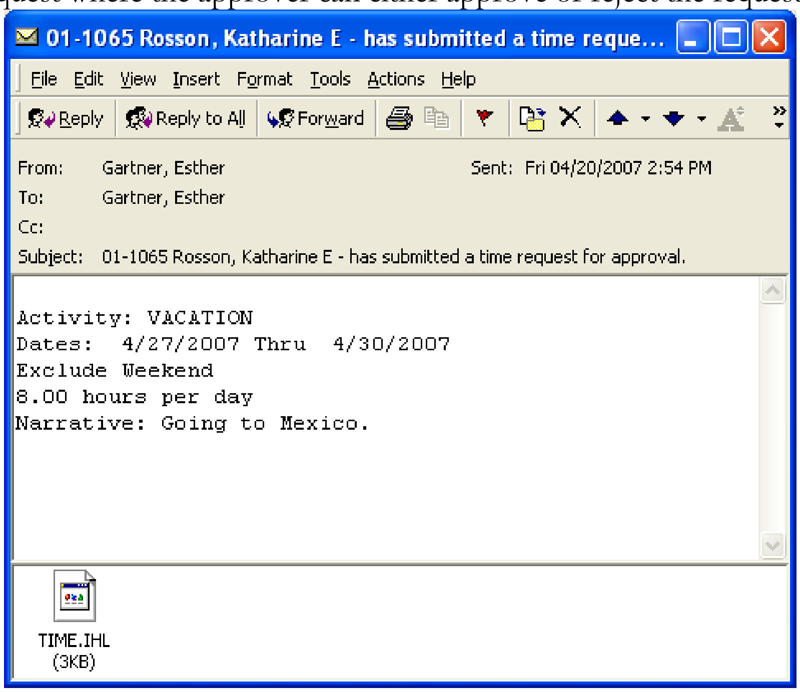
- Enter your employee ID number or click the magnifying glass to select your name from your department list.
- Click the New button if this is a new request for time off.
- Drop down the Activity list and choose the type of leave.
- Enter the dates of the leave using the calendar icons next to the Date and Thru fields. (Note: *You can request time off up to two years out.*)
- Choose whether this request Excludes Weekends (most common) or Includes Weekend, Includes Saturday or Includes Sunday (for shift workers).
- Enter hours requested in the Hours Per Day field. (Note: *your total time requested is automatically calculated based on the number of days requested.*)
- Enter a description of the time requested in the Narrative field.
- Select the correct Approver for this request. (Note: *Your immediate supervisor or approver may not be the first name that shows in the list. Use the drop down to select the appropriate approver for your request. This person will be the one receiving your e-mail request for time off and approving or rejecting the request in the system.*)



Once your request is completed click OK to submit it to your named approver. You will receive a message showing an e-mail is being built with the request. Click Yes to send the request.



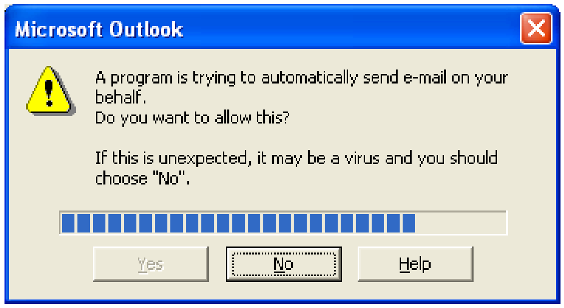
Your supervisor will receive an e-mail stating there is a something that needs approval in the time entry module. The e-mail will contain a synopsis of the request along with an attachment when clicked, will take you directly to the request where the approver can either approve or reject the request.

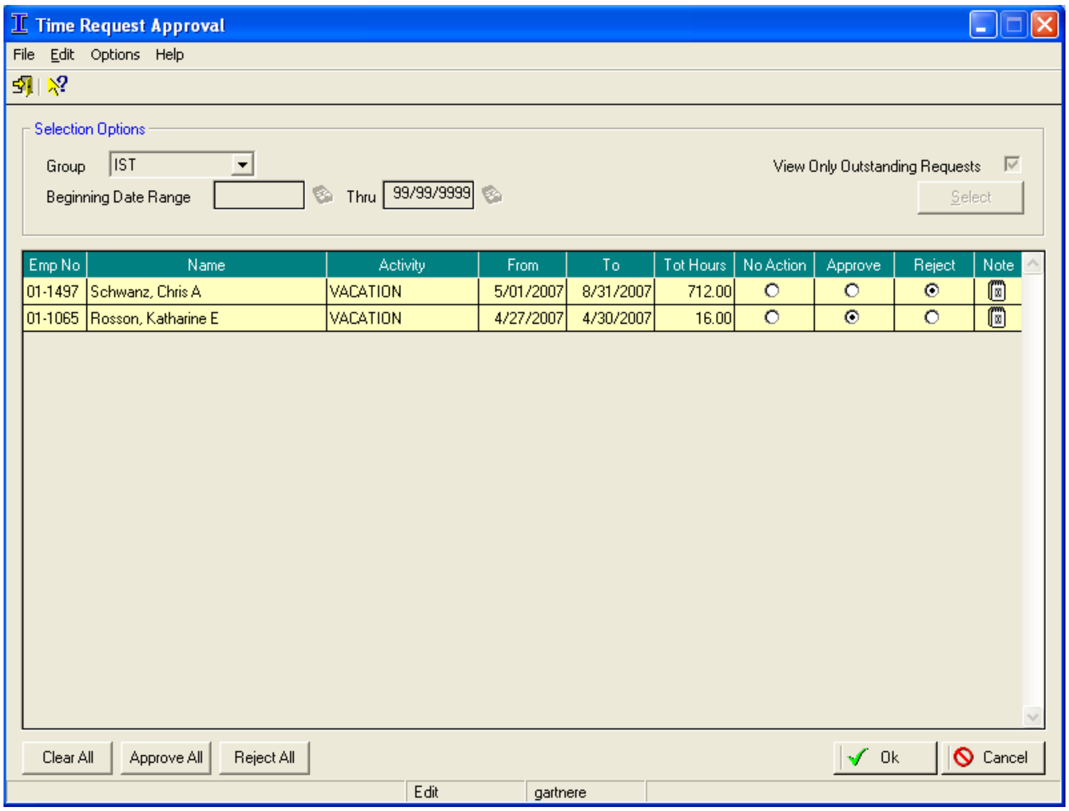


Approvers can also open all requests through the main menu by choosing the Request Approval option under the Processing menu on the Incode Central screen.

On the Time Request Approval screen choose the department from the drop down menu and then click the Select button. You will now see all employees in the department requesting time off. Approvers can either select the Approve or Reject radio buttons to take action on the requests. There is also a note function available (last column with the notepad icon) where Approvers can enter a message back to the employee on why their request has been rejected.

Click OK to record your approvals and/or rejections. You will receive a message showing an e-mail is being built with the request for each request in the list. Click Yes to send the request.

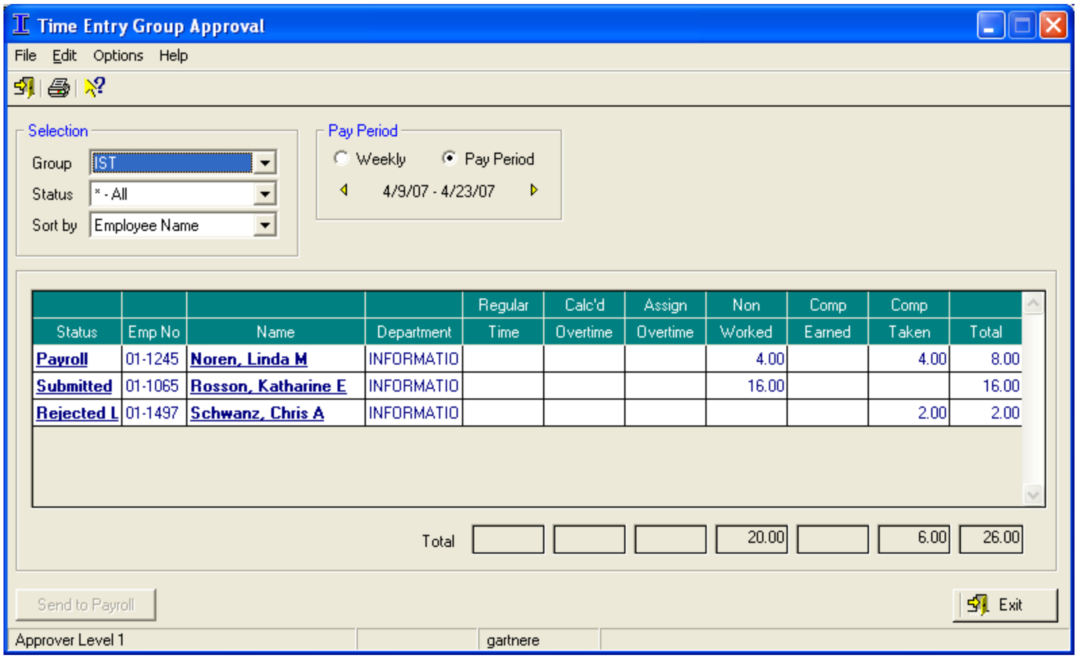




If the request has been approved, the employee will receive a return e-mail and the time will show as approved in TE when that pay period rolls around.

Approving Timesheets

Select the Time Entry application in the left-hand pane.
Choose the Processing menu and Approval option. You will see a list of departments and/or employees you can approve.



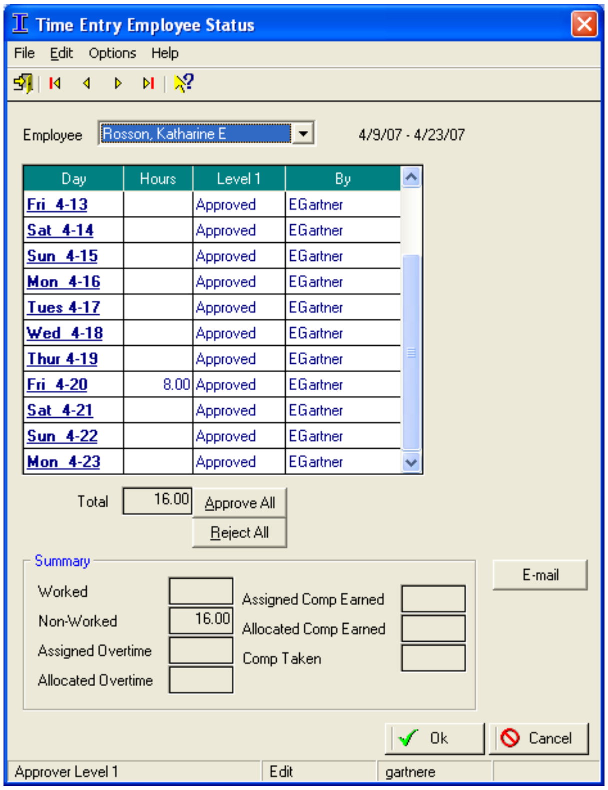
Employees that have submitted their timesheets for approval will have a “Submitted” status. You can double-click the word “Submitted” in the status bar to bring up their timesheet summary.

Note: double-clicking the employees name brings up the actual timesheet where the supervisor (approver) can make changes to the timesheet in the employee’s absence.

When the Time Entry Employee Status window is open the approver can either Approve All or Reject All entries in the timesheet. They can also approve or reject individual items by right-clicking on the date and choosing either approve or reject. A rejection of any or all items will generate an e-mail to the employee stating the rejection reason. They can then adjust their timesheet accordingly and resubmit for approval.

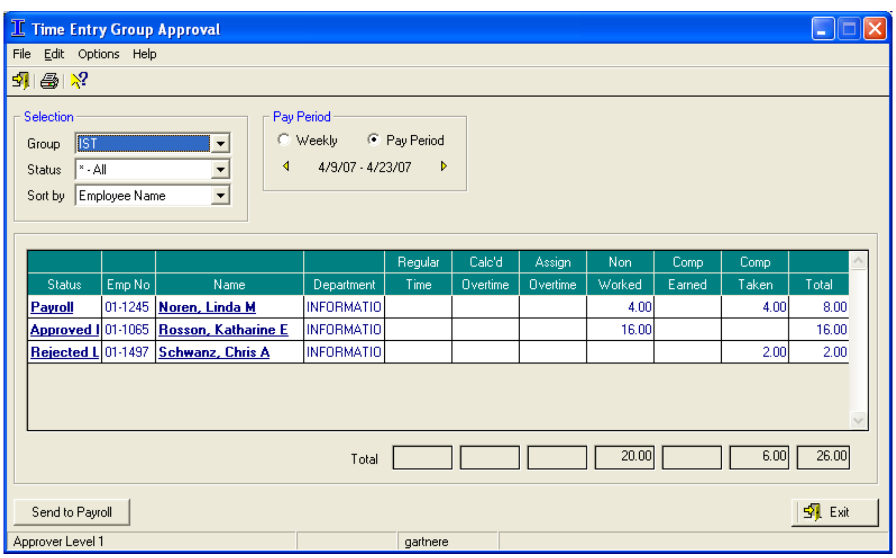
The employee may have attached a note to any of the reported exceptions. A notepad icon will appear, which can be double-clicked, to read the note.

If everything appears to be correct the approver can click the Approve All button. The approver’s logon name is stamped into the “By” column. The date and time is also attached to the timesheet for tracking purposes.



Click OK to save the record. You will notice the employee's timesheet status has now changed to Approved and the Send to Payroll button has become available. At this time the approver can now move this timesheet to Payroll by clicking the Send to Payroll button. If the approver clicks the Send to Payroll button, the timesheet becomes visible to Payroll and the status changes to Payroll.

As each submission of time to Payroll generates an e-mail notice to Payroll, please save the timesheets and submit at the end of the pay period.



Continue this process until all employee timesheets are marked as Payroll.

If the employee reopens their timesheet they will notice their timesheets for the period have been marked as "Frozen" in the status field. Employees and Approvers can no longer edit any of the time information for this period. It can only be viewed. At this point only Payroll can manipulate the timesheet.

What if you or your supervisor is absent on the day time sheets are due?
Each employee and/or department has been setup with a delegate, a person capable of completing or modifying your timesheet either in your absence of your supervisor's absence.