

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Appendix A.8 Timekeeping Policy and Procedure
SCOPE:	Columbus Public Health, All Staff
CONTACT PERSON & DIVISION:	Kevin G. Williams, Administration/Human Resources
ORIGINAL DATE ADOPTED:	12/31/2010
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REFERENCE NUMBER:	N/A

PURPOSE

The intent of this document is to direct supervisors regarding appropriate tracking of work hours and attendance of subordinate employees and establishing payroll information submittal requirements to provide effective, efficient, and accurate payroll administration.

POLICY

It is the policy of Columbus Public Health (CPH) that each employee is responsible for submitting timely and accurate time and attendance forms to his/her respective immediate supervisor who will review, sign and provide such information to the respective program's timekeeper.

The employee is responsible and accountable to know his/her leave balances and to abide by City Work Rules and, if applicable, Union Contract provisions, when requesting/working overtime, submitting leave requests, calling off work, or taking any other action that affects the employee's pay. The employee's leave balances are available on the employee's pay stub.

The supervisor is responsible and accountable for administering work rules and, if applicable, Union Contract terms, accurately and appropriately, including any other actions that affect an employee's pay. The supervisor is also responsible and accountable for submitting information affecting payroll processing in a timely manner.

The timekeeper is responsible and accountable for submitting accurate and complete attendance reports and supplemental documentation to the CPH HR Office in a timely manner.

BACKGROUND

N/A

GLOSSARY OF TERMS

Required submittal time – Due date for submission of documentation of actual hours worked and leave time taken.

Pay Day – A day that occurs bi-weekly that employees are paid for their actual hours worked and any paid leaves.

Payroll Friday – The Friday immediately prior to Pay Day that CPH Human Resources begins processing payroll for the entire department.

Payroll Monday – The Monday immediately prior to Pay Day that CPH Human Resources makes supplemental corrections to the payroll entries and electronically submits the payroll for all CPH to Central Payroll.

Payroll Tuesday – The Tuesday immediately prior to Pay Day that CPH Human Resources reconciles the balances of the electronic payroll entries submitted to Central Payroll with the payroll documentation report before it is executed as accurate by the Health Commissioner or designee and submitted to Central Payroll.

PROCEDURES & STANDARD OPERATING GUIDELINES

Procedures to provide effective, efficient, and accurate payroll administration:

I. Employee Responsibilities

- A. Employees shall submit all documentation of actual hours worked and leave time taken; e.g., approved leave forms, approved overtime worked forms, timesheets for part-time and temporary employees, etc.; to their respective supervisor by the required submittal time directed by the supervisor.
- B. In some instances, an employee may work overtime or use leave after the required submittal time. In these occurrences, the employee is to provide updated information to his/her immediate supervisor as soon as possible and no later than the next business day that the employee is present at work to make the necessary changes for payroll processing.

II. Supervisor Responsibilities

- A. Supervisors shall set a required submittal time and direct subordinate employees to submit all documentation of actual hours worked and leave time taken no later than that required submittal time.
 1. Upon receipt of the documentation of actual hours worked and leave time taken, supervisors shall review all documentation of actual hours worked and leave time taken for accuracy and appropriately manage any irregularities;
 2. Submit the reconciled information in a timely manner to the appropriate program timekeeper; and
 3. Report to his/her manager and/or CPH HR Associate any issues of concern.
- B. Upon receipt of documentation of time worked or leave taken after required submittal time, the supervisor shall
 1. Review all documentation of actual hours worked and leave time taken for accuracy and appropriately manage any irregularities;
 2. Submit the reconciled information in timely manner to the appropriate program timekeeper, and
 3. Report to his/her manager and/or CPH HR Associate any issues of concern.

III. Timekeeper Responsibilities

- A. Payroll Friday Submittal
 1. Timekeepers shall set a required submittal time for receiving payroll information from supervisors that will provide ample time for the timekeeper to submit their payroll reports to CPH Human Resources no later than 9:00 a.m. on "Payroll Friday."
 2. Upon receipt of the payroll information from supervisors, the timekeeper will complete the "Attendance Report," attach all required documentation, e.g., leave forms, overtime forms, timesheets, etc. sign and date, the "Attendance Report," and provide these documents to CPH Human Resources no later than 9:00 a.m. "Payroll Friday."
- B. Supplemental Submittal
 1. Timekeepers shall set a required submittal time for receiving payroll information regarding time worked or leave taken not documented on the Payroll Friday Submittal from supervisors that will provide ample time for the timekeeper to submit this supplemental information to CPH Human Resources no later than 10:00 a.m. on "Payroll Monday."

2. Upon receipt of the supplemental payroll information from supervisors, the timekeeper will submit all required documentation, e.g., leave forms, overtime forms, timesheets, etc. to CPH Human Resources no later than 10:00 a.m. "Payroll Monday."

IV. Altering, Falsifying, or Tampering With Time

Altering, falsifying, or tampering with time records or recording time for another employee may result in disciplinary action up to and including termination, with exception that a Supervisor may complete the time sheet for an absent employee or make corrections to an employee's timesheet to reflect the actual hours worked or leave usage. In such cases, the supervisor will clearly document any additions, deletions, or changes he/she made and initial and date such items.

CITATIONS

N/A

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Kevin G. Williams, Department Human Resources Officer, Primary Author
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APPENDICES

N/A

REFERENCE FORMS

[Request for Leave Form](#)

[Request to Work Overtime Form](#)

[Part Time Hours Reporting Form](#)

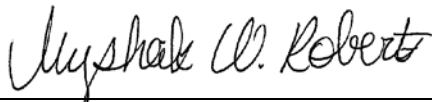
SIGNATURES

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



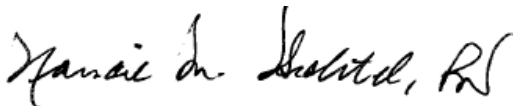
Kevin G. Williams, Department Human Resources Officer

11 / 30 / 2018
Date



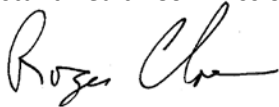
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Date



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