

# YOUTH SERVICES POLICY

<b>Title:</b> Time and Attendance <b>Next Annual Review Date:</b> 11/05/2015	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.55
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<b>References:</b> Civil Service Rules Chapters 11 and 21; and the Fair Labor Standards Act (FLSA); ACA Standard 2-CO-1C-22 (Administration of Correctional Agencies), YS Policy Nos. A.2.1 "Employee Manual", A.2.2 "Pay Administration and Management", A.2.5 "Family and Medical Leave of Absence", and A.2.36 "Recoupment of Overpayments"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 11/05/2014

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish YS' procedures for requesting and recording employee's time and attendance in accordance with the State Civil Service (SCS).

**III. APPLICABILITY:**

This policy applies to all YS classified and unclassified employees. Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

**IV. DEFINITIONS:**

**Annual Leave** - Leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, transaction of personal affairs, or in conjunction with the "Family Medical Leave Act". (Refer to YS Policy No. A.2. 5).

**Appointing Authority** – The Deputy Secretary/designee of YS/OJJ.

**Certifying Official** – The Appointing Authority/designee [see Attachment A.2.55 (b)].

**Exempt** - An FLSA exempt employee is one who is not covered by the minimum wage and overtime provisions of the "Fair Labor Standards Act". It is a term referring to those groups of employees that are "exempt" from the overtime provisions of the "Fair Labor Standards Act".

**LAGov Human Capital Management (HCM)** - The statewide human resources and payroll system. This system centralizes payroll functions within the Division of Administration which result in the availability of timely, uniform payroll information.

**Negative Time** - Employees will be paid for the standard 80 hours for a bi-weekly pay period: only exceptions are required for entry in ISIS HR. Examples of exceptions are leave, leave without pay, overtime, etc.

**Non Exempt (FLSA)** - An FLSA nonexempt employee is one who is covered by the minimum wage and overtime provisions of the ACT.

**Remuneration Statement** – A single page document that contains all of the current pay period information and deductions (includes wages, leave usage, taxes, insurances, and financial institutions).

**Positive Time** - All hours worked or leave taken must be reported and entered in ISIS HR System to generate a payment.

**Sick Leave** - Leave with pay granted an employee who is suffering with a disability/illness which prevents him from performing his usual duties and responsibilities or who requires medical, dental, psychological or optical consultation or treatment.

**Time Administrator** – An employee tasked to correctly record and manage the time and attendance of the agency's employees.

**Time and Attendance Report (timesheet)** – A record of hours worked and leave taken during a specific bi-weekly pay period.

**V. POLICY:**

It is the Deputy Secretary's policy to ensure the accuracy of recording all leave and attendance for all YS employees in a timely manner.

**VI. REFERENCED POLICY INFORMATION:**

- A. YS Pay Plan's information, options and features are located in YS Policy No. A.2.2.

- B. Procedures for the recovery or collection of overpayments made to an employee in accordance with the guidelines outlined by the Office of State Uniform Payroll (OSUP), as reflected in Attachment A.2.55 (c), can be found in YS Policy No. A.2.36.

**VII. PROCEDURES:**

- A. The Time and Attendance Report (timesheet) is a record of hours worked and leave taken during a specific bi-weekly pay period. The timesheet is a legal document and must be legible and accurate. It may be subject to audit by internal and external auditors to include legislative auditors. Willful misrepresentation or payroll fraud shall result in serious consequences up to and including dismissal. (Refer to YS Policy No. A.2.1)
- B. The Appointing Authority/designee, Regional Managers and Facility Directors shall designate two (2) Time Administrators (primary and secondary) at each unit.
- C. Each Time Administrator shall complete the "PSS On-Line Payroll Training", "HCM Basic Navigation" and "HCM Basics of Time Administration" courses in LEO @ <https://leo.louisiana.gov/>.
- D. Upon completion of the required training, the employee shall complete the "OJJ Request for LaGov SAP Access" form [see Attachment A.2.55 (g)] and submit to the Public Safety Services Human Resources (PSS/HR) Security Administrator, who will grant LaGov SAP security access to the requested Time Administrator Group(s).
- E. The Time Administrator's are responsible for tracking, documenting, maintaining documentation, entering time worked, leave taken, and overtime into the ISIS payroll system using the proper codes. Time Administrator's should refer to the ISIS HR "Time Administration Quick Reference Card" located on the Division of Administration (DOA) website @ <http://www.doa.louisiana.gov>. Each Time Administrator shall maintain and print the bi-weekly time and attendance reports in accordance with the timekeeping procedures given through the "ISIS On-line Help."
- F. Employee Responsibility:
  - 1. It is the responsibility of each YS employee to sign-in/sign-out on a daily basis to record their regular work schedule and any overtime or compensatory hours worked utilizing the "OJJ Timesheet" [see Attachment A.2.55 (d)].

In accordance with SCS Rule 11.7, the minimum amount of leave usage (annual and sick leave) a Civil Service employee can take, or the amount of overtime/compensatory hours earned, is calculated in six (6) minute increments, per the "Leave Usage and Overtime Accumulation Chart" [see Attachment A.2.55 (f)].

Employees shall sign and date the timesheet at the end of each pay period prior to forwarding to their supervisor. Employees shall use their official name as shown in the LaGov HCM Database.

All pertinent information (i.e. name, assigned unit, personnel number, column totals, etc.) shall be completely filled out by the employee before submitting to their supervisor.

Corrections to a timesheet shall be made by the employee by striking through the incorrect data and inserting the correct information. **The employee must initial the correction. The use of correction tape and/or whiteout is not permitted at any time.**

2. All YS employees must submit a request for leave to their supervisor through the LEO on-line leave request prior to taking leave or as soon as they return to duty. An "Application for Leave Form" (SF-6) shall be utilized only when the requested leave was designated for a prior pay period.

Paper leave slips may be done if the supervisor is on leave. The Appointing Authority/designee or higher level supervisor shall approve leave in their absence.

Under no circumstances should an employee sign a blank leave slip or have another employee to sign their leave slip.

When leave is scheduled in advance for vacation or compensatory days, etc., on-line leave requests should be submitted as soon as possible.

When leave is unscheduled, leave slips shall be submitted immediately upon the employee's return to work.

All leave, including Annual, Sick, Compensatory, FMLA, Military, Jury Duty, Funeral and Leave without Pay, require a signed leave slip or on-line approval.

3. Each employee is responsible for reporting their own time. Employees shall report to their supervisor any errors in their time as soon as they are aware of them, and should not sign any timesheet they do not agree with.

G. Supervisor's Responsibility:

It shall be the supervisor's responsibility to ensure that each employee is properly signing-in/signing-out on a daily basis. Supervisors, Managers, and Unit/Section Heads are responsible for approving all timesheets, and must sign the completed timesheet. Each Time Administrator is responsible for reviewing the ZT02 report to verify its accuracy.

Supervisors are responsible for the approval of all leave request, overtime, and LEO on-line request for their assigned staff. All applicable areas of the leave slip must be clearly marked and signed by the affected employee and supervisor.

Facility Shift Supervisors are responsible for forwarding all leave slips and overtime forms to the appropriate Unit/Section Head.

Secure Care Facility

All timesheets, overtime reports, and any back-up documentation must be turned into the Time Administrator's no later than 9:00 a.m. on the Monday following the Sunday that the pay period ends. All documents submitted after this deadline may not be posted until the next pay period.

**Facility/Shift Supervisors are responsible for turning in timesheets to the Time Administrators no later than 9:00 a.m. following the end of each tour of duty.**

Field Services/Central Office

Supervisors of employees (non-security) who work 8 or 10 hour schedules must submit the completed timesheets to the Time Administrators no later than 9:00 am on the Thursday prior to payroll Monday.

Timesheets for time worked on Friday through Sunday must be submitted by 9:00 a.m. payroll Monday.

All documentation and timesheets should be hand carried to the Time Administrator's by the supervisor/designee no later than the timelines designated in this policy. **(Timesheets/documentation must NOT be placed in an unsecured mailbox.)**

- H. Time Administrators (Primary and/or Secondary) Responsibility:
1. Time Administrators (primary and/or secondary) shall enter data directly into the ISIS HR system on a daily or weekly basis. **Time Administrators should not wait until the last day of the pay period to enter time for the entire pay period.**
  2. Time Administrators shall receive the timesheet and all supporting documentation from the supervisor/designee for entry into the ISIS HR system pursuant to the timeline designated in this policy.
  3. Time Administrators shall execute the “ZP97 Variance Report” to identify potential errors in time data entry. This report should be reviewed weekly, every payroll Monday, or as often as needed. (Examples are employees with less than 80 hours, schedule substitutions, etc.)
  4. Upon completion of payroll deadline the Time Administrators shall run a “ZT02 Time Entry Report” from the ISIS HR system. Time Administrators shall audit payroll using this report and all back up documentation to verify the accuracy of the data entered, and shall make any necessary corrections using a “Prior Period Adjustment” form [see Attachment A.2.55 (c)], to be forwarded to PSS HR no later than the end of the following pay period.
  5. Time Administrators shall also be responsible for ensuring that the “Payroll Time and Attendance Checklist” [see Attachment A.2.55 (b)] is completed with required signatures recorded, supporting documentation and completed prior period adjustments (if applicable), and signed by the Time Administrators on the Tuesday following the Sunday the pay period closed.
  6. Time Administrators should utilize the “OJJ Payroll Procedures” [see Attachment A.2.55 (a)] to ensure all payroll functions have been addressed as stated in this policy.
- I. Overtime/Compensatory Time:
1. “OJJ Overtime Request Forms” [see Attachment A.2.55 (e)] shall be used for non-payable overtime (compensatory time), and must be signed by the Supervisors or Section Heads and/or Appointing Authority/designee. Once all required signatures are obtained, overtime request forms shall be forwarded to the appropriate Time Administrators for entry.

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2. The Appointing Authority/designee must approve all payable overtime.

Overtime forms submitted without the required signatures shall not be paid until the proper authorization is received.

In the absence of the Facility Director, overtime forms must be forwarded to the Deputy Director for signature. Upon approval, the signed overtime forms shall be forwarded to the Time Administrator's for entry.

3. Overtime compensation shall be granted in the form of cash payments or compensatory leave earned. Cash shall be paid when required by Chapter 21 of the Civil Service Rules or the FLSA. The minimum amount of overtime an employee can accumulate is six (6) minute increments per Attachment A.2.55 (f).

**J. Payday Date:**

1. Payday is every other Friday. The bi-weekly pay period for all YS employees begins on Monday and ends on Sunday of the following week. All payroll checks are directly deposited into the employee's designated financial institution.
2. It is the responsibility of each employee to verify the information on the remuneration statement for accuracy. Any discrepancies regarding time and attendance (leave taken, overtime, etc.) should be reported to the employee's supervisor, who shall inform the Time Administrator's of the discrepancy.

**Previous Regulation/Policy Number:** A.2.55

**Previous Effective Date:** 09/03/2013

**Attachments/References:**  A.2.55 (a) OJJ Payroll Procedures 0912.doc  A.2.55 (b) OJJ Payroll TA Checklist 0913.docx

 A.2.55 (c) OJJ Prior Period Adjustment Form.pdf  A.2.55 (d) OJJ Timesheet 09-11-2012.xlsx

 A.2.55 (e) OJJ OVERTIME REQUEST FORM 0913.docx  A.2.55 (f) Leave Usage and Overtime Accumulation Chart 0913.doc

 A.2.55 (g) OJJ Request for LAGOV SAP Access.doc  HR\_TimeAdmin- 09.pdf