YOUTH SERVICES
POLICY

Title: Time and Attendance	Type: A. Administrative
	Sub Type: 2. Personnel
	Number: A.2.55
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References:
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", A.2.36 "Recoupment of Overpayments", and A.2.55 "Time and Attendance"

| **STATUS: Approved** | |
| **Approved By:** *James Bueche, Ph.D., Deputy Secretary* | **Date of Approval:** 09/11/2017 |

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 State Civil Service (SCS), and the Division of Administration (DOA), Office of State Human Capital Management (HCM).

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)].

Compensatory Leave ("K" time) – Compensation for overtime hours worked.

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 LaGov HCM. 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 LaGov HCM 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 Department of Public Safety Human Resources (DPS/HR) Security Administrator by emailing via the dedicated OJJ HR email box, OJJ-HRdocuments@LA.GOV, 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 LaGov HCM payroll system using the proper codes. Time Administrator's should refer to the LaGov HCM "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 "LaGov HCM 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.

    "K" time balances shall be used before annual leave is used. The agency may substitute "K" time for sick leave consistent with FMLA and Civil Service Rules and guidelines. However, pursuant to YS Policy No. A.2.1, Attachment (a), employees may request the use of sick leave in lieu of accrued "K" time in writing to their supervisor, which shall be approved.

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/disapproval of all leave request, overtime, and LEO on-line request for their assigned staff in a timely manner. All "current" pay period on-line LEO requests not approved/denied prior to noon on payroll Monday will otherwise automatically be accepted. 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.)**

1. In accordance with the provisions of this policy, non-exempt Juvenile Justice Specialist transport officers assigned to the Community-Based Regional Offices, at the discretion of their Deputy Assistant Secretary – Regional Directors, may be exempted from recurring regular duty shifts that are 8, 10, or 12 hours in length as may be necessary to effectively manage the operations and responsibilities of the unit/section.

    a. Regional Directors shall exempt only those officers whose duties require frequent and unforeseen scheduling adjustments due to work responsibilities that occur beyond regularly scheduled tours of duty.

    b. This exemption does not eliminate the requirement to establish planned work schedules for the work period. Planned work schedules shall be followed unless adjustments are approved by the supervisor.

    c. Under this exemption, personnel shall be placed on positive time entry for timekeeping purposes.

    d. Probation/Parole District Managers – Regional Managers are responsible for closely monitoring the scheduling of personnel to ensure adherence to these guidelines.

H. Time Administrators (Primary and/or Secondary) Responsibility:

1. Time Administrators (primary and/or secondary) shall enter data directly into the primary Time Manager's Workplace screen of the LAGOV HCM 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 LaGOV HCM 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/greater than 80 hours, schedule substitutions, etc.)

4.   Upon completion of payroll deadline the Time Administrators shall run a "ZT02 Time Entry Report" and a "ZT20 Time Workflow Audit Report" from the LaGOV HCM 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 via the dedicated OJJ HR email box, OJJ-HRdocuments@LA.GOV, no later than the end of the following pay period.

5.   Time Administrator's shall run a "ZT06 Absence Quota Report" relative to all assigned. The Time Administrator shall sign the report with the appropriate supervision and give the supervisor a copy of the report.

6.   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.

7.   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:

Once an employee has earned "K" time, the employee may request to use it.

1.   Overtime requests may be made through LEO or through use of the "OJJ Overtime Request Forms" [see Attachment A.2.55 (e)]. It shall be the responsibility of the supervisors and/or section heads and/or appointing authority/designee to review and approve/deny the request for overtime through LEO prior to the end of the pay period depending upon the type of overtime request being made.

If form A.2.55 (e) is the method used, once all required signatures are obtained, overtime request forms shall be forwarded to the appropriate Time Administrators for entry. Requests made/approved through LEO are maintained in the system.

Audit findings results from approvals/denials of overtime requests through LEO may result in disciplinary action.

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 Administrators 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.

OJJ – PROCEDURES FOR PAYROLL PROCESSING
(This is a supplement to OJJ Time and Attendance Policy)

- **On morning of 2ND Friday of the payroll period – Run ZT20 Report for TA area(s).**
- **Compare time range** in **REQUESTOR NOTE 1** column **to the hours of leave** in the HRS column.   Note discrepancies.   Contact employee by e-mail to resolve discrepancies.   **Print copy of e-mail response** from employee to be maintained in payroll envelope.
- To correct discrepancies – have employee cancel leave request and re-submit correct request for approval.
- Review **APP DECIS** column. **Blank** indicates no action by supervisor yet.   Contact supervisor for status of approval.   **D** indicates supervisor failed to take action within 48 hrs. Contact employee to re-submit request.   **C** indicates request was cancelled before action taken and **R** indicates rejected by supervisor.
- Note: Supervisors have 48 hours to approve or reject on line leave/overtime request. If no action taken within the 48 hour period, the request is rejected and employee will received e-mail notification. Employee must re-submit request.   If leave/overtime request is entered with 48 hours of pay period end and supervisor fails to approve or reject, leave/overtime **will automatically post** in LAGOV system.   Auto posting is indicated with an **X** in the **AUTO P/C** column. E-mail supervisor to verify leave/overtime is correct.   Print copy of e-mail response to be maintained in payroll envelope.   If supervisor indicates leave/overtime auto post is incorrect, manually override in LAGOV system.
- **On Monday morning following the pay period close**, **re-run ZT20** report to ensure all leave request are approved, corrections made and to identify auto-posted leave/overtime.   **Immediately follow up on any discrepancies found**.   **If leave or overtime must be changed, Time Administrator must make changes in LAGOV system.**   Leave and overtime requests CAN NOT be processed using the LEO system on Monday following the pay period close. Employee can still submit paper leave slips to avoid need for Prior Pay Period adjustments.
- When paper leave slips are received, verify number of hours of leave match hours of leave and enter in LAGOV system. Check for duplication of leave that might have been submitted via LEO.
- Review WAE timesheets received, ensure **in/out** times recorded = **# of Hours Worked** column (ensure 30 minute unpaid lunch break is deducted, unless "no lunch taken" is indicated).   Check for employee initials and supervisor signature/date. Return to employee/supervisor if errors found or incomplete.
- **All payroll entries must be entered no later than 12:00 noon on Monday following pay period close.**
- **Once all payroll entries are made (and before 4:30 on Monday following pay period close), run ZT02 report** (Payroll Audit Report). Verify that all ZT02 entries match the timesheets (and leave/overtime slips, in the absence of a timesheet).   Notify HR immediately of any discrepancies found.
- **Create payroll document folder.**
- **Begin completion of the Payroll Time and Attendance Checklist.**
- If discrepancies are found or reported after 4:30 Monday deadline, prepare a Time & Attendance Adjustment (T & A) for submission to HR.
- Maintain copies of e-mails reporting discrepancies with pay period documents.

ZT02 VERIFICATION
(Replaces payroll envelope)

- It is mandatory that the **ZT02 report be generated and printed on the Tuesday following the pay period close** and reviewed by the Time Administrator, Time Verifier and the Certifying Official, to identify any discrepancies. DO NOT EXPORT the document as this removes the run date, which is needed for audit purposes.
- The **Time Administrator** must perform a self-audit by comparing the entries on the ZT02 report to the timesheets and leave slips. Review all documents for proper completion and signatures. When self-audit is completed, sign and date the Payroll Time and Attendance Checklist form.
- Next the **Time Verifier** performs a secondary audit by comparing the ZT02 report to the timesheets and leave slips. Review all documents for proper completion and signatures. When secondary audit is completed, sign and date the Payroll Time and Attendance Checklist form.
- If discrepancies are found, a Prior Pay Period Adjustment form must be completed for submission to Human Resources.
- The Certifying Official must be the Appointing Authority or their designee (supervisor or manager level).
- **Certifying Official** must sign no later than the Friday following the pay period close (pay day).
- **Finalize the Payroll Time and Attendance Form.**

PAYROLL DOCUMENT FOLDER
(Replaces the payroll envelope)

- The Time Administrator shall create a payroll document folder (letter size manila folder or letter size expanding folder).
- The folder label should include the section name and pay period number (ex. – 16/2012)
- The payroll document folder shall include:
    - Timesheets
    - paper leave slips
    - overtime sheets
    - ZT20 report
    - ZT02 report
    - Completed Payroll Time and Attendance form (including all three signatures)
    - Prior Pay Period Adjustment forms, if applicable.
    - Copies of e-mails documenting payroll activity
- The payroll documents folder must be maintained for a period of five (5) years.

OJJ PRIOR PAY PERIOD ADJUSTMENT FORM

The Prior Pay Period Adjustment Form was designed to adjust incorrect time entries for a pay period. **ONLY** the days that need to be adjusted should be completed. Enter the actual date above the day that needs to be adjusted. Fill in all time entries related to that day, including regular hours, leave taken, etc. as it should have been entered. In the "Reason for Adjustment" section, explain the type and/or reason for the adjustment.

INSTRUCTIONS: At top of form, complete the Agency/Section (ex.-OJJ/Jetson Correctional) and Time Administrator Group# (ex.-0403-017). In the Time Adjustment section, ONLY fill in information for dates on which adjustments are necessary. For adjusting entries, record ALL time exactly as it should have been reported for the entire day. This includes all regular hours, leave taken, overtime worked, FMLA, office closures, etc. DO NOT include the incorrect information.

Ensure all the signatures (employee and supervisor) are on the form prior to faxing to the DPS Human Resources Office. Adjustments will **NOT** be processed unless **all required signatures/information** are included on this form. All signatures must be original.

When a Prior Pay Period Adjustment form is submitted due to incorrect information on a timesheet, the Time Administrator shall correct the timesheet by drawing a line through the incorrect entry and, in different colored ink, show the corrections made. Make a notation on the ZT02 report of the correction. The employee must initial all changes made subsequent to submitting their timesheet. <u>Do not use white out</u> to make corrections on the timesheet.

HELPFUL HINTS

<u>Negative entry (9)</u> – regular hours hardcoded in SAP system. Only need to enter leave and overtime.
<u>Positive entry (1)</u> – All regular hours worked must be entered in SAP system, using code ZA01.   Also, must enter leave and overtime, if applicable.

Always ensure you are in the CURRENT PERIOD before entering payroll in SAP system

- Enter paper leave slips and overtime requests as received.
- Ensure all entries on timesheet are initialed by employee and approved by supervisor. Return to supervisor/employee if incomplete.
- WAEs are limited to 64 hours per pay period. If 64 hours exceeded, notify supervisor.
- WAE (temporary) employees are always positive entry.   Hours are entered using code ZA01.
- WAE employees do not earn leave or overtime and are not eligible for holiday pay.
- K-time earned is always entered using code Z001.
- Employee should submit all payroll documents (timesheets, leave slips, overtime requests) no later than noon on second Friday of pay period.
- Corrections should be received no later than 10:00 a.m. on Monday following pay period close.
- Any corrections made to ZT02, ZT20 or timesheets/leave slips, should have e-mail to document need for change.
- If leave slips received that cross pay periods, request separate leave slips.

ZT20 Report (Time Workflow Audit)

- In the toolbar blank, type ZT20, then execute.(State of Louisiana Reporting > Time Management > ZT20 – Leave Workflow Audit Report)
- Under DATA SELECTION - Choose appropriate pay period (usually PRESENT PERIOD)
- Under SELECTION CRITERIA – Enter agency number 0403, in PERSONNEL AREA and your 3-digit Time Administrator Area number in TIME ADMINISTRATOR
- Under OTHER SELECTION CRITERIA – ALL REQUESTS should already be selected, do not change
- EXECUTE
- PRINT

Helpful information (found in StLA Help):

Requestor is the personnel number of the employee who created the request.
Request Type indicates the type of time request that the employee submitted.
• **R** – Attendance or Leave request
• **C** –Cancellation request

Approval Decision indicates what action the approver made to the request.
• **Blank** – pending action by approver or it automatically posted
• **A** – approved
• **R** – rejected
• **D** – approver did **not** take any action prior to the deadline
• **C** – cancelled before the approver took any action

Workflow ID is an internal number assigned to each Create/Cancel Time Request that is created through **LEO**.
Posting Error is populated if a request is approved, but an error occurs during posting. If an employee record cannot be locked by the workflow to post an approved leave request, an L will populate this field. If the employee's record can be locked but an error still occurs during the posting process, a P will populate this field.
Note to Requestor- X indicates that an email was sent to the employee that created the request.
Note to Approver- X indicates that an email was sent to the supervisor of the employee that created the request.
Auto P/C – X indicates that the leave request was automatically posted or the cancellation request was rejected in the Payroll Monday process. In the case of an automatic posting, additional paperwork is required (example: leave slip) since no online approval exists.

ZT02 Report (Time Entry Audit)

- In the toolbar blank, type ZT02, then execute.(State of Louisiana Reporting > Time Management > ZT02 – Time Entry Audit Report)
- Under DATA SELECTION - Choose appropriate pay period (usually PRESENT PERIOD)
- Under SELECTION CRITERIA – Enter agency number 0403, in PERSONNEL AREA and your 3-digit Time Administrator Area number in TIME ADMINISTRATOR
- Under REPORT OPTIONS – Select DISPLAY PLANNED WORKING HOURS FOR ALL EMPLOYEES (Note: If running ZT02 report for one employee, also enter PERSONNEL NUMBER)
- EXECUTE
- If report does not reflect CHANGED BY column, right click on column header area and from drop down, select SHOW…
- CHANGE LAYOUT box will appear. In COLUMN SET column, highlight CHANGED BY, then click left arrow (<). CHANGED BY should move to DISPLAYED COLUMN. Click green check in CHANGE LAYOUT box to save.
- CHANGED BY column will reflect either the Personnel Number of the Time Administrator who entered payroll or the term WF-BATCH. WF-BATCH means posted on payroll from LEO entered leave/overtime request.
- PRINT ZT02 report.
- Use LaGov HR Help, under HR Reporting, for more instructions.

ZP97 Report (Employee Variance)

- In the toolbar blank, type ZP97, then execute.(State of Louisiana Reporting > Time Management > ZP97 – Employee Variance Report)
- Under DATA SELECTION - Choose appropriate pay period (usually PRESENT PERIOD)
- Under SELECTION CRITERIA – Enter agency number 0403, in PERSONNEL AREA and your 3-digit Time Administrator Area number in TIME ADMINISTRATOR
- Under REPORT OPTIONS – Select all options.
- EXECUTE.
- PRINT.
- Use LaGov HR Help, under HR Reporting, for more instructions.

ZT06 Report (Absence Quota)

- In the toolbar blank, type ZT06, then execute.(State of Louisiana Reporting > Time Management > ZT06 – Absence Quota Report)
- Under DATA SELECTION - Choose appropriate pay period (usually PRESENT PERIOD)
- Under SELECTION CRITERIA – Enter agency number 0403, in PERSONNEL AREA and your 3-digit Time Administrator Area number in TIME ADMINISTRATOR (Note: If running ZT02 report for one employee, also enter PERSONNEL NUMBER)
- Under REPORT OPTIONS – Select type of leave needed (most common selections – Annual, Sick, K-Time ST, K-time 1.5, FMLA, Education, Military)
- EXECUTE
- PRINT
- Use LaGov HR Help, under HR Reporting, for more instructions.

PAYROLL TIME AND ATTENDANCE CHECKLIST

PAY PERIOD _____ TIME ADMINISTRATOR _____

ZT20 REPORT (ELECTRONIC LEAVE REQUESTS)/MANUAL (PAPER) LEAVE SLIPS

_____Periods of leave match hours of leave requested
_____Supervisor approved leave
_____Automatically posted leave verified
_____All discrepancies cleared
_____Paper leave slips completed correctly & signed by employee and supervisor
_____Leave properly recorded on the timesheet

OVERTIME FORM

_____Overtime hours properly recorded on the timesheet
_____Overtime form signed by supervisor and/or Unit Head when required

TIMESHEETS

_____Pay period dates and top of timesheets completed correctly
_____Hours of leave, overtime and attendance recorded correctly
_____Proper codes being utilized
_____Employee and supervisor signed and dated timely

ZT02 REPORT (TIME ENTRY AUDIT)

_____Timesheets checked against ZT02 report to verify hours of leave/attendance/overtime
_____Names on timesheets match ZT02 report

PRIOR PAY PERIOD ADJUSTMENT FORMS

_____Prior Pay Period Adjustments initiated to correct discrepancies
_____Completed forms forwarded to DPS Human Resources
_____Copies filed in appropriate pay period payroll document folder

PAYROLL DOCUMENT FOLDER INCLUDES
_____Timesheets
_____ZT20 (Time Workflow Audit) report & paper leave slips
_____Overtime forms
_____ZT02 (Time Entry Audit Report)
_____ZT06 (Absence Quota Report)
_____Prior Pay Period Adjustment forms, if applicable
_____Copies of e-mails affecting payroll activity

_____   _____
Time Administrator signature/Date   Certifying Official signature/Date

_____
Time Verifier signature/Date

OFFICE OF JUVENILE JUSTICE PRIOR PERIOD ADJUSTMENT FORM

KEEP THIS ORIGINAL SIGNED FORM WITH YOUR RECORDS

	PAY PERIOD DATES:	THRU
PAY PERIOD/YEAR:		
SECTION/FACILITY:	AGENCY 0403/ TA#	
EMPLOYEE NAME:	PERSONNEL #	

WEEK 1:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

WEEK 2:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

THE REASON FOR ADJUSTMENT MUST BE INDICATED

REASON FOR ADJUSTMENT	☐ ERROR ON TIME SHEET ☐ TIME SHEET SUBMITTED LATE ☐ TIME ADMINISTRATOR ENTRY ERROR	☐ FMLA/ WORKER'S COMPENSATION/ MILITARY/ CRISIS LEAVE ☐ REPORTING CATEGORY/COSTING CHANGES ☐ OTHER (PLEASE EXPLAIN)

**BY SIGNING THIS PRIOR PERIOD ADJUSTMENT, I UNDERSTAND THAT MY SALARY MAY BE ADJUSTED TO RECOUP ANY OVERPAID MONIES. **

EMPLOYEE SIGNATURE:		DATE:
TIME ADMINISTRATOR NAME:	TIME ADMINISTRATOR SIGNATURE:	PHONE #:
SUPERVISOR SIGNATURE:		DATE:

This Prior Period Adjustment form will not be processed unless all required signatures/information are included on this form.

INSTRUCTIONS: Complete all blanks in the top of section. Fill in the pay period dates above the appropriate day of the week, for only the day(s) that need to be adjusted. Fill in ALL TIME related to that day, including regular hours, leave taken and overtime earned AS IT SHOULD HAVE BEEN ENTERED. (DO NOT ENTER THE INCORRECT INFORMATION). Select the appropriate reason for the adjustment. If "Other" is selected provide a brief explanation.

When a Prior Period Adjustment form is submitted due to incorrect information on a timesheet, correct the timesheet by drawing a line through the incorrect information and in a different colored ink show the corrections made. Make a notation on the ZT02 report of the correction. Have the employee initial all changes made to his or her timesheet after the timesheet was submitted. FAX the form to DPS HR at 225-925-3970 or 225-922-0528. Keep the FAX Keep the original, signed form with the payroll documents for the affected pay period. ADJUSTMENT REQUESTS SUBMITTED ON AN OBSOLETE FORM WILL BE RETURNED. confirmation with the original form. PLEASE DO NOT MAIL THE ORIGINAL.

Revised 03/2013

LOUISIANA OFFICE OF JUVENILE JUSTICE

Assigned Unit
TIMESHEET

EMPLOYEE NAME: (PLEASE PRINT)	FLSA Status Exempt Non-Exempt	PERSONNEL NUMBER:	PAY PERIOD
Jane Doe		**P00000123**	FROM **08/20/12** — TO **09/02/12**

						Leave Taken						K-Time Earned			Paid Overtime						

	DATE	IN	OUT	IN	OUT	REGULAR	ANNUAL (LA)	SICK (LB)	HOLIDAY (LH) (LHDH)	OTHER Hours	CODE (see Coding page)	REG TOTAL	K-time straight rate ZA04	K time 1.5 rate ZA05	K-Time System Calc Z001	OT Paid straight rate ZA02	Paid OT 1.5 rate ZA03	Paid OT System Calc Z002	DAILY TOTAL	ON CALL (0062)	SHIFT DIFF HOURS	COMMENTS (see INSTRUCTIONS)
MON	8/20											0.00							0.00			
TUE	8/21											0.00							0.00			
WED	8/22											0.00							0.00			
THU	8/23											0.00							0.00			
FRI	8/24											0.00							0.00			
SAT	8/25											0.00							0.00			
SUN	8/26											0.00							0.00			
MON	8/27											0.00							0.00			
TUE	8/28											0.00							0.00			
WED	8/29											0.00							0.00			
THU	8/30											0.00							0.00			
FRI	8/31											0.00							0.00			
SAT	9/1											0.00							0.00			
SUN	9/2											0.00							0.00			
TOTALS						0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.0	

I certify that the above information is true and correct:

EMPLOYEE SIGNATURE: DATE:

I certify that the above information is true and correct:

SIGNATURE OF IMMEDIATE SUPERVISOR: DATE:

ISSUED: 09/11/12

OFFICE OF JUVENILE JUSTICE OVERTIME FORM

Employee Name: _____
                              (Please Print)

LaGov HCM#: _____

Please circle Unit: Central Office   Field Services   BCCY   SCY   SCYC

Date	# of hours	Time	Reason

I certify that I have worked the hours recorded above:

_____   _____
Employee Signature   Date

I certify that the hours recorded above are correct:

_____   _____
Supervisor Signature   Date
----
*Required only if overtime is being paid

_____   _____
Appointing Authority/Designee   Date

_____ Approved   _____ Disapproved

7919 Independence Boulevard • State Police Building • Baton Rouge, LA 70806
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September 2017

Leave Usage and Overtime Accumulation Chart

MINUTES	TIME ENTRY
1 – 5	.0
6 – 8	.1
9 - 14	.2
15 – 20	.3
21 – 26	.4
27 – 32	.5
33 – 38	.6
39 – 44	.7
45 – 50	.8
51 – 56	.9
57 – 60	1.0

OJJ REQUEST FOR LAGOV SAP ACCESS

Employee Name:_____ Date Access Needed:_____
Position Number:_____ Personnel Number:_____
Personnel Area: ___0403____ Work Unit:_____

E-Mail Address: _____Phone:_____

Type of Access Requested:

    ___ Time Administrator / Group Number(s) _____

    ___ Financial Reports

Reason the access is needed (primary or back-up time administrator, overtime reporting, etc.):
_____
_____

If primary time administrator, who is back up?_____
If back up time administrator, who is primary?_____

Name of Requestor: _____ Job Title: _____
(Supervisor or Personnel Liaison)
Signature: _____ Date: _____

NOTE: It is recommended that employees complete the below Computer Based Training Courses:

      PSS On-Line Payroll Training – Date Completed _____
      LaGov HCM Basic Navigation course on LEO – Date Completed_____
      LaGov HCM Basics of Time Administration on LEO-Date Completed_____

Security Administrator Use Only:

 PSS On-Line Payroll Training Certificate/Quiz rec'd:_____ LaGov HCM Basic Navigation completed:_____ LaGov HCM Basic of Time Admin. completed:_____ Date LaGov HCM Access Granted: _____ Security Admin initials : _____ Added to TA e-mail list:_____