

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO. 2

EFFECTIVE DATE: SEPTEMBER 23, 2015

SUBJECT: ELECTRONIC CERTIFICATION OF EMPLOYEE TIME STATEMENTS

AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY

I. POLICY

The Department of Natural Resources (DNR) requires that employee time and attendance statements accurately reflect an employee's attendance at work and leave taken. These records must be certified as accurate by each employee and approved by the appointing authority (or designee).

II. PURPOSE

The purpose of this policy is to provide a uniform procedure for the electronic submission, review and approval of employee time and attendance statements (eCertification).

III. APPLICABILITY

This policy applies to all DNR employees.

IV. PROCEDURE

- 1) Unless exempted and so notified by Human Resources, all DNR employees are designated as "eCert" users and are required to utilize the eCertification process when submitting, verifying and approving time statements.
- 2) To ensure accuracy, positive time entry employees who are responsible for entering their own time into the payroll system are required to make entries daily. When, due to absence or other circumstances, an employee is unable to make daily entries, he/she is required to catch-up all entries immediately upon returning to work.
- 3) To ensure accuracy, positive time entry employees whose time is entered by a time administrator are required to notate each day their presence at work. These employees are required to cooperate with time

administrators to ensure that time is entered prior to lockout on Payroll Monday.

- 4) All time worked throughout the pay period must be entered into LEO by close of business on the second Friday of the pay period unless the time is worked over the weekend or a time administrator is assigned to enter the time for a positive time entry employee.

NOTE: When payroll runs, the system processes only the time entered into the payroll system. As such, there may be additional delay for receipt of pay for time not posted in the system by Payroll Monday. Accordingly, it is in their best interest that employees ensure that time is submitted and entered as required by this policy.

- 5) Employees are required to submit leave requests for approval in advance of taking leave. Leave must be approved prior to use. When, due to illness, emergency or other exigent circumstance leave cannot be requested and approved in advance, employees are required to submit leave requests immediately upon return to duty.
- 6) Employees will receive automated reminders every Payroll Monday to log in and certify their time statements. Employees are cautioned that it is a violation of this policy and express law to receive wages for hours not actually worked and/or to claim false or incorrect work hours.

To certify time statements, employees may sign into LEO from the automated reminder or through LEO after 1:00 p.m. on Payroll Monday. If not logging on from the automated reminder, employees should follow the steps set forth below to certify time:

- a) Log onto LEO
 - b) Select "My Info"
 - c) Select "Time"
 - d) Select "Detailed Time Statements"
 - e) Select the pay period to be certified
 - f) Carefully review the time statement for accuracy
 - g) Once the time statement has been reviewed, scroll to the bottom of the screen and select and click "Certify" or "Decline"
- 7) Time statements must be certified no later than 10:00 PM on the Wednesday following the close of the pay period. If an employee's time statement is not certified by that time, his/her time statement will be

locked, thus preventing certification. In order to unlock the time statement, the employee must contact his/her time administrator or Human Resources. If the time statement is unlocked and certification does not occur by the following Wednesday, the time statement will be automatically locked again.

Employees who did not certify time statements because of absence should promptly certify pending time statements immediately upon return to duty.

- 8) If certified, an email will be sent to the approver/supervisor to initiate the approval process. If declined, the employee must contact the timekeeper and/or supervisor to have the time entries corrected.
- 9) After an employee has certified his/her time statement, approvers will be able to log into LEO to approve or reject time statements. If an approver attempts to approve or reject a time statement prior to the employee's certification, an error message will be received. After payroll runs Monday night, approvers can approve time statements that have not yet been certified. All time statements must be approved by close of business on the Friday following Payroll Monday.

If a time statement is not certified because the employee is not expected to return to work due to separation, the approver should add this information as a comment in the Approver Notes.

NOTE: Approvers are reminded of their obligation to carefully review time statements. By approving a time statement, approvers certify the accuracy of the time entered. For this reason, approvers may be held accountable for knowingly approving false entries or failing to challenge questionable time entries.

- 10) If correction to an employee's time statement is necessary after payroll runs, the employee and/or the employee's supervisor should contact the employee's time administrator to request that a prior period adjustment (PPA) be processed for the changes.
- 11) If a prior period adjustment is entered, the employee will receive an e-mail indicating that the time has been changed after it was certified. This will generate a second version of the time statement reflecting the PPA entries. The employee and supervisor are required to recertify the time statement.

- 12) Employees, approvers and timekeepers may update "Comments" on absence and attendance entries directly from the detailed time statement for current and past pay periods, and without processing a PPA. If there is a need to change items other than the "Comments" on a particular time entry, a PPA will be necessary.
- 13) Timekeepers and Human Resources will use the eCertification Report (ZP241) on the Tuesday *after* Payroll Monday in order to identify employees who have not yet certified or declined their time statements; approvers who have not yet approved or who have rejected their supervisees' time statements; and employees who have prior period adjustments. Timekeepers will also use ZP241 to locate locked timesheets. Timekeepers are to work with employees and supervisors to rectify these issues.

For auditing purposes, timekeepers should maintain a hard copy of the ZP241 report in the pay period folder once time statements have been fully satisfied.

- 14) Timekeepers may continue to print and use the Time Entry Audit Report (ZT02) to ensure that all entries are posted correctly. It is not necessary for timekeepers to sign the ZT02 report.
- 15) A certifiable time statement is not available for printing through LEO. If a printed copy is needed, one may be obtained from the timekeeper or from Human Resources via the eTime Statement Report (ZT24e).
- 16) All supplemental documentation related to the pay period should be maintained by the timekeeper and stored in the pay period folder.

V. RESPONSIBILITIES

- 1) All employees are expected to follow the procedures set forth herein.
- 2) All employees are responsible for ensuring that their entries for hours worked and leave taken are accurate prior to certification;
- 3) Supervisors are expected to conduct "spot checks" to ensure that positive time entries and entries for leave taken are made daily or alternatively, that positive time entry employees whose time is entered by a time administrator are maintaining an accurate daily record of hours worked.

- 4) Supervisory approval of an employee's time statement certifies that the time and attendance entries have been carefully scrutinized and discrepancies questioned and resolved.
- 5) All employees should be aware of the Secretary's responsibility to notify the Legislative Auditor and local District Attorney of any misappropriation of public funds or assets resulting from false time entries.
- 6) Each Division Head is responsible for assuring compliance with this policy.

VI. VIOLATION OF POLICY

Since the purpose of this policy is to ensure that time and attendance are accurately reported and that wages received are for work actually performed, failure to comply with this policy will subject employees to disciplinary action, including the possibility of termination.

VII. EXCEPTIONS

Exceptions to this policy should seldom occur and require the express approval of the Secretary. Exceptions will be granted only in accordance with law and applicable eCertification procedures.

VIII. QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Division.



Stephen Chustz, Secretary
9/18/15

Date

Initial Issue Date: 09/2015