

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO: 2

EFFECTIVE DATE: February 1, 2000

SUBJECT: EMPLOYEE TIME AND ATTENDANCE POLICY

AUTHORIZATION: R. S. 40:1300.21 through 1300.27

I. POLICY:

It is the policy of the Department to provide a uniform procedure for the recording of work hours and accurate production of employee pay checks.

II. PURPOSE:

This policy sets forth the required responsibilities for the effective and efficient operation of a Time Administration process for the accurate and timely production of employee pay checks.

III. APPLICABILITY:

This policy shall apply to all classified and student employees in the Department.

IV. IMPLEMENTATION PROCEDURES:

The implementation of this policy shall be effected through the assignment of specific responsibilities and duties, as indicated:

The Human Resource Division --

Under the direction of the Human Resources Director, provides oversight of the operation of the time administration process and time entry system.

Trains time administrators in the use and function of the system and assists them as necessary.

Updates time administrators on new procedures or information.

Conducts periodic reviews, or audits, on a random basis of time administrator documentation and system entry.

The Human Resources Manager --

Serves as the Agency Security Officer, and with the approval of the Human Resource Director, assigns a backup security officer to serve in his absence.

Gives/restores system access to approved time administrators.

Maintains the confidentiality of all operator identification numbers and passwords.

Division Director and his Designee(s)–

Manages the time administration function in his unit(s) to ensure the accuracy of the process. Resolves problems arising in the process.

Assigns a primary time administrator and a backup time administrator and notifies the Human Resources Division as changes occur in the assignment of these functions. The successful functioning of these two positions ensures a check and balance procedure in the time administration process.

Designates an official sign-in clock for his area and assures its accuracy.

Ensures timely completion of all documentation in the time administration process by employees under his supervision.

Gives final approval to the hours recorded on the time sheet and on the overtime reports submitted by employees.

Reviews the system-generated payroll reports each pay period to verify the accuracy of the time entry input by the time administrator.

Approves changes and adjustments as necessary.

Ensures the orientation of new employees to this process during initial on-the-job training.

Primary Time Administrator –

Enters information from the time sheets and documentation provided by employees and supervisors into the time entry system in a timely manner (preferably at least weekly).

Maintains the confidentiality of all operator identification numbers and passwords.

Uses documentation from employees and supervisors to verify hours worked and leave taken.

Ensures the custody of the bi-weekly time entry reports and backup documentation for audit purposes. Each bi-weekly time entry file will contain the time entry audit report (ZT02), the absence quota report (ZT06) run for the first day of the pay period, leave workflow audit report (ZT20), daily employee sign in sheets, leave slips, overtime forms, and any supporting documentation.

Reviews his work by the end of the pay period before giving to the back up time administrator or supervisor for verification. Initials his approval of the information on the time entry audit report.

Generates and distributes reports for use by division directors/designees and supervisors to determine any attendance or leave inaccuracies for the pay period.

Advises the division director or supervisor of problems he is having in the time administration process.

Back-up Time Administrator -

Acts in the capacity of the time administrator during an absence.

On a bi-weekly basis, reviews the work of the primary time administrator to ensure postings on the time entry audit report agree with the entries on the employee sign in sheet. Ensures all leave slips and overtime forms are approved and that manual entries are accurate. Makes corrections upon agreement of the primary time administrator.

Initials his final approval of the information on the time entry audit report.

Returns completed bi-weekly time entry file to division director for his approval

Employee –

Signs in and out on the time sheet on a daily basis in accordance with his designated work schedule, unless he is late arriving or has been approved to work overtime. See Human Resources Policy No. 8 regarding earning of compensatory leave.

Advises the supervisor or other designated manager of his whereabouts during the day, if he is away from his work station/location.

Uses the code designation of “T” on his time sheet to indicate that he is away from the office on business and in “travel status” for at least an 8-hour period of time for that day.

Requests approval for leave and/or for the earning of overtime on the appropriate form and obtains supervisor’s approval in time for entry into the time entry system for the current pay period.

Reviews remuneration statement for accuracy of pay, leave usage and leave balances, and reports discrepancies to the Division Director, his designee or the Human Resource Office depending on the problem..

The Department will use forms designated by the Division of Administration. Each section will use the official DNR time sheet, which is attached to this policy and can be found under [DNR Forms on the intranet](#), for timekeeping purposes, unless an exception has been approved by the Undersecretary. Any additional forms will be prepared by the Human Resource Division and approved by the Undersecretary.

V. RESPONSIBILITY:

It shall be the responsibility of each Assistant Secretary to assure compliance with this policy.

Any violation of this policy may warrant disciplinary action by the appropriate Appointing Authority.

VI. EXCLUSIONS:

Unclassified appointed employees are excluded from this policy.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Human Resources Director.



Scott A. Angelle, Secretary

Date 11/26/07

Division Bi-Weekly Attendance Record

Supervisor's Certification (*Supervisor's Name Here*): _____

Pay Period: **May 8, 2006** through **May 21, 2006**

NAME	Monday 5/8			Tuesday 5/9			Wednesday 5/10			Thursday 5/11			Friday 5/12			Saturday/ Sunday	Monday 5/15			Tuesday 5/16			Wednesday 5/17			Thursday 5/18			Friday 5/19			Saturday/ Sunday	P/P ADJ	
	IN	OUT	LEAVE ERND/TKN	IN	OUT	LEAVE ERND/TKN	IN	OUT	LEAVE ERND/TKN	IN	OUT	LEAVE ERND/TKN	IN	OUT	LEAVE ERND/TKN		IN	OUT	LEAVE ERND/TKN	IN	OUT	LEAVE ERND/TKN	IN	OUT	LEAVE ERND/TKN	IN	OUT	LEAVE ERND/TKN	IN	OUT	LEAVE ERND/TKN			
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Common Leave Taken Entries:

LA-Annual; LB-Sick; LP-Maternity; LK or LL-Compensatory; LC-Civil; LF-Funeral; LH-Holiday; LJ-Jury; LM-Military; LS-Special

For Leave Earned, use KV or KT