## DEPARTMENT OF NATURAL RESOURCES

**HUMAN RESOURCES POLICY NO.   2**

**EFFECTIVE DATE:**       **OCTOBER 7, 2019**

**SUBJECT:**              **ELECTRONIC TIME ENTRY AND CERTIFICATION OF EMPLOYEE TIME STATEMENTS**

**AUTHORIZATION:**        **THOMAS F. HARRIS, SECRETARY**

### I.   POLICY

The Department of Natural Resources (DNR) requires the use of the Cross Application Time Statement (CATS) system, as accessed through the Louisiana Employees Online (LEO) portal, for the:

- Electronic entry, review and approval of employee time and attendance records, inclusive of all time worked and leave taken, for each pay period; and,
- Electronic certification (eCertification) and approval of employee time statements upon conclusion of the pay period.

### II.   APPLICABILITY

This policy applies to all DNR employees.

### III.   DEFINITIONS

**Approve** – The action taken by Approvers to authorize a time entry request; or, a time statement that is accurate and requires no corrections.

**Approver** – The designated person responsible for reviewing and approving or rejecting time entries and statements for assigned Employees. The Approver is identified on the time statement in the section labeled "Supervisor."

**Certify** – The action taken by Employees to authorize the processing of time statements that are accurate and require no corrections.

**Decline** – The action taken by Employees to reject time statements that require corrections.

**eCertification (eCert)** – The electronic process that allows Employees and Approvers to process bi-weekly time statements.

**Employee** – All DNR employees, including classified, unclassified, WAE's, job appointees and students. Each employee is assigned a time management status as either:

- Negative Time Entry – meaning the Employee has a fixed work schedule in the payroll system totaling 80 hours per pay period, such that the only time entries required are to subtract any leave used or add any overtime worked each pay period; or,
- Positive Time Entry – meaning the Employee does not have a fixed work schedule in the payroll system and thus must enter all hours worked each pay period.

**Louisiana Employees Online (LEO)** – The web-based application through which Employees and Approvers access CATS for purposes of entering/approving time entries and statements.

**Payroll Monday** – The Monday immediately following the end of each pay period.

**Reject** – The action taken by Approvers to disapprove a time entry request; or, a time statement that requires corrections.

**Timekeeper** – The designated person for an assigned Division(s) responsible for ensuring proper time entry and eCertification of time statements each pay period.

**Time Statements** – The bi-weekly record of an Employee's attendance and leave usage, which may also include costing information related to funding sources and projects.

## IV.   TIME ENTRY PROCEDURE

### A.   EMPLOYEE REQUIREMENTS

Employees are to contemporaneously enter their leave requests and/or hours worked in CATS during the pay period in which it occurs, in accordance with the requirements listed below. Doing so serves to ensure the accuracy of attendance and leave usage records.

1.   All time entries must include a Start and End Time.
2.   All time entries (whether time worked or leave taken) must be calculated in accordance with the following Time Increment chart:

| Minutes | Equals |
|---|---|
| 1-15 minutes | 0.25 hours |
| 16-30 minutes | 0.5 hours |
| 31-45 minutes | 0.75 hours |
| 46-60 minutes | 1.0 hour |

Leave requests must be submitted and approved in advance of taking leave. 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.

> **NOTE:** Positive time entry employees 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. 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 positive time entry employees ensure that time is submitted and entered as required by this policy.

## B.    APPROVER REQUIREMENTS

Approvers are to contemporaneously review and approve or reject employee's time entries in CATS during the pay period. Approvers will receive an automated notice on the following day after an entry has been made that requires their review. If not logging on from the automated notice, Approvers should follow the steps set forth below to approve or reject the time entry:

1.    Log onto LEO.
2.    Select "My Time."
3.    Select "CATS – Approve Pending Requests."
4.    Carefully review the time entry for accuracy. If necessary, click on the "X" in the LT column to review the entirety of the Comments entered by Employee when submitting the request.
5.    Click on the box under the "Approve" or "Reject" column, as deemed appropriate.
6.    Click the "Save" button.
7.    The Employee will receive an automated notice advising them of the Approver's determination.

Any pending CATS time entries that have not been approved or rejected by Payroll Monday at 12:00 noon will auto-post to the employee's time statement. Auto-posting of time requests should only occur in extenuating circumstances.

## V. eCERTIFICATION PROCEDURE

### A. EMPLOYEE REQUIREMENTS

Employees 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 <u>after 1:00 p.m. on Payroll Monday</u>. If not logging on from the automated reminder, employees should follow the steps set forth below:

1.) Log onto LEO.
2.) Select "My Time."
3.) Select "Detailed Time Statements."
4.) Select the pay period to be certified.
5.) Click the "View Time Statements" button.
6.) Carefully review the time statement to ensure that all hours worked and leave taken have been accurately entered prior to certification.
7.) Once the time statement has been reviewed, scroll to the bottom of the screen and click "Certify" or "Decline."
    a.) If certified, the Approver receives an automated notification that the certified time statement is ready for review.
    b.) If declined, the Employee is required to promptly contact the Timekeeper and Approver to initiate the submission of an electronic Prior Pay Period Adjustment (ePPA) to have the time entries corrected.

### B. APPROVER REQUIREMENTS

Approvers must log into LEO to approve or reject the time statement upon receipt of an automated notice that the Employee has certified. If not logging on from the automated notice, the Approver should follow the steps set forth below:

1.) Log onto LEO.
2.) Select "My Time."
3.) Select "Approve eTime Statements."
4.) Select the pay period to be certified.
5.) Click the "View Time Statements" button.
6.) Click the "X" in the eTime column in order to open the time statement in a separate browser window and carefully review it for accuracy. This is particularly important for positive time entry employees, given

that ZA01 time entries do not require supervisory approval before posting to the time statement.

7.) Once the time statement has been reviewed, click on the box under the "Approve" or "Reject" column, as deemed appropriate.

8.) Click the "Save" button.

   a.) If approved, the Approver is certifying 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.

   b.) If rejected, the Approver is required to promptly contact the Timekeeper and Employee to initiate the submission of an electronic Prior Pay Period Adjustment (ePPA) to have the time entries corrected.

NOTE: If an Employee is unable to certify due to the following, the Approver is required to approve or reject the time statement and include comments in the Approver Notes section that identifies the reason for the employee's non-certification:

- Employee worked zero ("0") hours during the pay period (for students and WAE's);
- Employee is on extended leave during the eCertification window;
- Employee is on terminal leave pending retirement;
- Employee separated during the pay period.

## C. DEADLINE

The system deadline by which Employees and Approvers are to complete the eCertification process is 10:00 PM on the Wednesday following the close of the pay period. If not completed by this deadline, the time statement will be locked, thus preventing certification. In order to unlock the time statement, the employee must contact his/her timekeeper or Human Resources. It is imperative that all time statements are fully certified by no later than the Friday after the pay period closes (i.e., pay check date).

Employees who did not certify time statements because of extended leave should promptly certify previous time statements immediately upon return to duty.

## VI. ELECTRONIC PRIOR PAY PERIOD ADJUSTMENTS AND RECERTIFICATION

Corrections to time entries for previous pay periods are processed through the electronic prior pay period adjustment (ePPA) transaction, ZT40. The ePPA must be initiated by the timekeeper, approved by the Approver, and posted by Human Resources. Once posted, this generates a second, corrected version of the time statement, which the employee and supervisor are both required to certify.

## VII. RECORDKEEPING

A.  Compliance with the time entry and certification procedures outlined herein help to ensure time statements are processed effectively and efficiently, and also reduces the amount of paper recordkeeping required to do so.

To facilitate such electronic recordkeeping, Timekeepers are responsible for executing the eCertification Report (ZP241) on the Tuesday and Wednesday after Payroll Monday in order to identify: (1.) Employees who have not yet certified or who declined their time statements; (2.) Approvers who have not yet approved or who have rejected their employees' time statements; and (3.) Employees who have had an ePPA. Timekeepers will also execute the ZP241 report on Thursday to locate and unlock any locked time statements. Timekeepers are to notify, and follow-up with accordingly, employees and approvers in order to rectify identified issues and ensure eCertifications are fully executed by no later than Friday.

B.  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). Should technical difficulties (such as system outage or the employee's time statement failing to appear in CATS for the designated Approver), the timekeeper must secure hard copy certification on the printed time statement.

C.  All supplemental documentation related to the pay period should be maintained by the timekeeper and stored in the pay period folder.

## VIII. 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.

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.

## IX. 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.

## X. QUESTIONS

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

_____

**THOMAS F. HARRIS, SECRETARY**

10-7-2019
_____

**DATE**

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**INITIAL ISSUE DATE:**   09/15

**REVISION DATES:**   08/18; 10/19