

## Timekeeping Policy and Procedure

The following is set as the Time and Attendance Policy through a series of procedures and guidelines.

### Roles and Responsibilities

This procedure defines the roles and responsibilities of individuals involved in the timekeeping process. It also provides guidance on the separation of duties assigned to those involved in the process.

1. **Dayforce WFM team:** Responsible for the pre-payroll processing, employee maintenance and historical adjustments
2. **Manager/Supervisor:** The individual(s) within the department who has fiscal and operational authority and may or may not edit timecards
3. **Departmental Timekeeper:** The individual(s) assigned to maintain timecards for the department.
4. **Designee:** Any individual other than the timekeeper who has been given authority by the manager to approve changes in employee timecards.
5. **Employee:** Individuals who work within the department or float personnel who charge time against the departmental account.

Responsibilities	Dayforce WFM	Manager/Supervisor	Timekeeper/ Designee	All Employees
Clock in start/stop time into clock or Web clock				X
Alert Supervisor or Timekeeper to lost or malfunctioning card.				X
Enter non-clocked transactions into Dayforce for current pay period			X	
Review timecard for inaccuracies weekly before payroll			X	X
Review paystub weekly for missing/incorrect hours				X
Approve corrections in Dayforce for the current time period		X	X	
Enter corrections for current pay period into Dayforce for employees		X	X	
Approve Historical Adjustment		X	X	
Input Historical Adjustments	X			
Adjust/Add Pay codes, Work Rules, Clock assignments	X			
Assign replacement badges	X			

## Collection of Transactions

This procedure shall be used for the collection of actual hours worked by hourly employees and leave time taken for all employees. It is essential that all hours be accurately classified and correctly accounted for in the Dayforce timecards. Please note that this includes periods worked and leave time taken, paid or unpaid.

**TRAINING:** Employees should be trained in the correct procedures for Dayforce Touch clocks, or Web Clocks as well as the Dayforce desktop system for department for Timekeepers and Managers at a minimum of one time per year. This includes system functionality, recording clock codes, correction procedures, and transaction review capabilities. All Timekeepers and Managers are expected to participate with one course of departmental training. Successful completion of training may be documented in the employee file maintained by the department. Additional training is encouraged and available upon request.

Repeated errors or poor performance in timekeeping tasks may result in mandatory additional training.

**ACCESS:** Employees should clock in only on their assign floor to ensure badge is read by the system. Employees must not clock in or swipe for other employees. This type of conduct is grounds for disciplinary action up to and including dismissal.

**TIME ENTRY:** All hourly-based employees (including hourly-based timekeepers) will clock in when they begin work and clock out when they complete work. All salary (exempt) employees will clock in only on a daily basis. All employees should communicate non-clocked transactions (vacation, sick, personal, offsite meetings, etc...) to the department timekeeper or manager or utilize Time Away From Work in Dayforce. All employees (including salaried) will record leave time taken. This may be recorded by either the Timekeeper or the Department Manager, according to departmental policy.

Timekeepers do not have access to make corrections or approve their own timecard. Corrections should be made by the department director, manager, or a department designee.

**ACCOUNTABILITY:** Each department should have a plan in place for timekeeping coverage in the event of absence of the assigned Timekeeper. The recommendation per department is a Timekeeper and Timekeeper designee, Department Manager and designee to approve Dept. Manager timecard, and one additional alternate for coverage.

Each department should establish a system to monitor all corrections made to employee's timecards and to assess compliance and accuracy.

All changes, additions, and deductions MUST be accompanied by a comment indicating the reason for the manual entry.

Communication of timecard information, accrual time, absences etc. to other than the employee, manager or Human Resources is strictly discouraged and can lead to loss of access as an editor and possible discipline.

Viewing, altering or adding to a relation's timecard or employee record is strictly forbidden. Any editor found accessing a relation (spouse, mother, father, sibling, child, or other relation) may be subject to progressive discipline up to and including termination of employment. Managers should consult with their HR Business Partner to determine the appropriate level of discipline.

**TIMELINE:** Pay Period Close is the Monday after the pay period ends. Timekeepers have until 9:30 am Mondays to complete and corrections and add transactions. Contact Dayforce WFM in case of emergency.

**HOLIDAYS AND PROCESSING:** If a Holiday will impact the processing of payroll, look for communications directly from Dayforce WFM or the Payroll Department for deadlines.

**TIME ENTRY:** This policy sets forth the rules employees will be required to follow. Employees are reminded that they are responsible for their time. Furthermore, employees are expected to comply with the provisions of their respective collective bargaining agreement pertaining to hours of work (or other specific written agreement authorized by their union and the City/Board).

**1. HOURLY EMPLOYEES** - All hourly employees are expected to clock in just prior to the beginning of their regular shift. The method for clocking in and out will vary by location (i.e., swipe card, phone app, computer login). Time is calculated by the quarter hour and processed in increments of .25, .5, .75 and whole numbers. Employees may not clock in earlier than seven (7) minutes before the beginning of their shift, unless authorized by their supervisor. All employees are expected to clock-in and be at their work site ready to begin work at the beginning of their shift.

Under applicable wage and hour laws, employees will not be docked for clocking in up to seven (00:07:00) minutes after the beginning of their shift. Hourly employees who are tardy during this seven (00:07:00) minute period will receive pay but may be subject to discipline. Employees who clock-in after this seven (00:07:00) minute period will be docked pay in fifteen (15) minute intervals and may be subject to discipline. Please note that this rule only applies to the employee's set schedule and is not active for hours punched off schedule.

All hourly employees must clock out at the end of their shift. Employees are not permitted to clock out more than seven (00:07:00) minutes past the end of their shift without the prior approval of their supervisor. Overtime must be authorized by the employee's immediate supervisor in advance.

Employees are reminded excessively clocking in up to seven (00:07:00) minutes after their regular workday begins and/or clocking out up to seven (00:07:00) minutes before the end of their regular shift may result in disciplinary action. While the employee will be compensated for this time under applicable wage and hour laws, they are not in compliance with their contractually scheduled work hours.

Hourly employees who take time off during the workday, above and beyond their contractual breaks, to attend to personal or other non-City/Board business, must clock out when they leave and clock in when they return. Arrangements to be compensated for this time can be made by utilizing sick, vacation and/or personal leave time, as is appropriate. Use of all accrued leave time should be consistent with the departmental policy.

No more than five (5) times per calendar year, hourly employees who are tardy up to thirty (30) minutes, due to circumstances beyond their control, may be permitted, with their supervisor's approval, to work beyond the end of their regularly scheduled work day to make up such time. The ability to make up this time must be in the same work day. Hourly employees in positions that have shift replacements (for example, E-911 and WPCA) are not permitted to work beyond the end of their regular shift.

Under no circumstances are employees permitted to skip or work through lunch and/contractual breaks to make up for tardiness or early departure.

Employees will not be required to clock in and out for contractual lunch and breaks, but are reminded to comply with the requirements for taking breaks, as well as the time limits set forth in their respective collective bargaining agreement.

2. **SALARIED EMPLOYEES** - All salaried employees working for the City, and substitute teachers employed by the Board, must only clock in once upon arrival to work. Salaried employees and substitute teachers are directed not to clock out at the end of the workday.

3. **DAYFORCE CARD** Any employee having problems clocking in and/or out should contact their immediate supervisor so the problem may be corrected. Employees, who are issued cards for clocking in and out, are expected to bring the card to work each day. Employees who lose their card or have a damaged card should report this immediately to their supervisor so arrangements can be made to replace the card. Cards will be replaced by Dayforce WFM team and can be picked up on the 10<sup>th</sup> floor of Government Center. Employees are not to clock in or clock out for any other employee under any circumstances.

4. **NON-CLOCKED TRANSACTIONS** Employees are expected to follow their current departmental and contractual requirements in effect for the use and reporting of excused absences (sick, vacation and personal leave). All employees should communicate absences (vacation, sick, personal, offsite meetings, etc...) to the department timekeeper or manager for proper entry. All employees (including salaried) will record leave time taken. This may be recorded by either the Timekeeper or the Department Manager, according to departmental policy.

5. **TIME AWAY FROM WORK (TAFW)** Some departments may choose to utilize the TAFW option in Dayforce. This option allows employees to request time off through the system. The employee may enter a request, providing the balance time is present in the employee's record. The manager will receive communications alerting to the request and can approve or deny the request based on departmental need. Once approved, the system will generate a pay adjustment for the time on the employee's timecard.

## REVIEW/CORRECTION OF TRANSACTIONS

This procedure provides guidance on identifying and correcting errors in Dayforce. These procedures may be conducted as often as deemed necessary by the department director/manager; however, they must be conducted at least twice prior to the close of the timekeeping cycle. It is expected that managers, supervisors, timekeepers, and employees review timecards daily to identify all errors.

The department manager or designee should review the "Pay" and "Problems" tabs in Dayforce to identify errors. These include:

- Hours worked in a day
- Hours worked for the period
- Overtime worked
- Employees associated with the department
- Early or late clock-ins/outs
- Leave time taken
- On-call work
- Unusual or incorrect clock codes

Carefully monitor your employee's non-clocked transactions. Dayforce will not delete duplicate transactions, which could result in the employee being overpaid. (Example: Timekeeper records vacation time and forgets that they have done it and they record it again. This will result in two entries of VAC on the same day.

Each department should have its own review process to identify errors unique to their department. This might include using leave schedules, assignment sheets, or other documents to identify errors in clocking transactions.

Any errors discovered by the department manager or timekeeper should be corrected prior to authorization of timecards.

If the employee discovers an error in their paycheck, the employee should notify their manager. This notification should be returned to the timekeeper in adequate time to allow for review. The department manager should authorize the correction request unless they have delegated this responsibility to another individual. The timekeeper may be delegated this responsibility, but may not approve corrections to their own time records.

## **HISTORICAL ADJUSTMENTS**

This procedure provides guidance on processing Historical Adjustments to correct errors discovered after the timekeeping cycle has been closed.

All errors must be relayed by the Timekeeper/Manager/Supervisor. Direct requests from employees cannot be accepted.

Departments should utilize the historical adjustment process to enter historical edit requests and upload the form using the link provided to them by Dayforce WFM Team.

Once the data is validated by Dayforce WFM, a confirmation of completion will be sent via email and the request will be routed to payroll.

## **ALL OTHER ADJUSTMENTS**

All permanent and provisional changes to schedules, pay rules, locations, etc. that require a Personnel Action Form ("PAF") will only be entered into Dayforce after the PAF has passed through appropriate channels for approvals and has been entered by HR into the HRIS system. PAFs are entered after payroll "Begins New" on Thursdays. Dayforce data changes are delivered by HR on Fridays and Mondays for entry into the Dayforce System.

## REVIEW AND REMINDERS FOR EDITORS AND APPROVERS

- ✓ Weekly timecards should represent the employee time for the week stated. In order to properly document any back pay to an employee please contact payroll and the Time and Attendance Manager. Do not make up time for prior weeks by increasing regular time in the current week.
- ✓ When editing an employee's timecard, any pay adjustments for 11-regular or manually adjusted times must have a comment.
- ✓ If an employee has less than their scheduled hours, a pay adjustment is required using accrued time or other appropriate pay adjustments (authorized unpaid, unauthorized unpaid).
- ✓ By Friday of each pay period, editors are responsible for ensuring each employee timecard is accurate and up to date.
- ✓ Each Monday or the first workday following a pay period, Managers are required to authorize all timecards by 9:30am.
- ✓ Make sure you are logged out of Dayforce when you are not using the system. Sharing passwords is expressly forbidden.
- ✓ Each employee using Dayforce should only "punch" for themselves.
- ✓ Employees are to swipe using only their own cards.
- ✓ Approvers must not delegate their sign-off authority to non-authorized personnel.
- ✓ Employee timecards should be reviewed daily.
- ✓ Excessive overtime requires a comment explaining additional hours. Excessive overtime is defined as overtime hours calculating for >30% of regularly scheduled hours. (Example: a 40hr/wk employee with >12hr OT)
- ✓ Failure to authorize an employee timecard may result in that employee not being properly paid.
- ✓ Excessive clocking in up to seven (00:07:00) minutes after the regular start time and/or clocking out up to seven (00:07:00) minutes prior to the end of their shift, may result in disciplinary action.
- ✓ Employees must be compensated for time punched. Any editor altering time manually without prior approval may be subject to discipline.
- ✓ When contacting [DayforceWFM@stamfordct.gov](mailto:DayforceWFM@stamfordct.gov), always include the employee ID.

! Individuals who violate any of the rules set forth in this policy may be subject to disciplinary action, consistent with the provisions of their collective bargaining agreement.