GUIDELINES FOR TIMEKEEPERS

HOLIDAYS

- Employees may not earn holiday pay unless the holiday is touched on at least one side by regular pay or leave pay. If an employee is on Leave Without Pay (LWOP) both days that touch the holiday, he does not earn holiday pay. Example: If the holiday is Monday, he must have either worked or taken paid leave on Friday or Tuesday. If his work schedule includes the weekend, he must have worked or taken paid leave on Sunday or Tuesday.

- If an employee is on LWOP and the time entry screen shows a holiday in blue, the timekeeper must do a "one day substitution" to prevent the employee from automatically being paid for a holiday if the employee is not eligible for holiday pay as described above. Prior Pay Period Adjustments must be completed for any holidays paid in error.

- All statutory holidays (see attachment from Employee Handbook, Chapter 3, Pg. 2) are entered automatically by the ISIS system and show on the time entry screen in blue. Any holidays proclaimed by the governor (also shown in the attachment) must be manually entered by timekeepers. These will be announced by HR memo in advance of the holiday.

- When keying a holiday into the time system, be sure to use the correct code. The only time a holiday is a "designated holiday" is when the holiday falls on the employee's regularly scheduled day off. In those cases, a regular work day closest to the holiday must be designated as his holiday. If the employee is required to work on the designated holiday, the employee must be given compensatory time equivalent to the holiday through compensatory time. Example: If Labor Day Monday falls on the employee's regular day off and his days off are Sunday and Monday, the designated holiday would need to be Saturday or Tuesday and should be coded LHDH. If the employee's regular days off are Monday and Tuesday, the designated holiday should be Sunday or Wednesday.

- All holidays must be manually entered by timekeepers for any eligible employee on a 24/7 schedule with positive time entry. If the employee works on the holiday, you must enter LH for the holiday and the hours worked as overtime (Z001 or Z002 as appropriate).

- Holidays earned while on FMLA must also be subtracted from the employee's FMLA entitlement. If the holiday was not earned, the absence is also subtracted from FMLA entitlement.

FMLA

- Before any FMLA time is entered by timekeepers, HR must set up the employee's entitlement in the system beginning with the first day of use as indicated on the supervisors "Response to Employee Request for FMLA Leave." The HR/Payroll Analyst will call the

timekeeper upon receipt of this form to verify the accuracy of the first day of use shown on the form. The HR/Payroll Analyst will also send an e-mail to timekeepers after she sets up the FMLA entitlement in the system.

- Once the FMLA entitlement is set up in the system and the timekeeper is notified, the timekeeper must make two entries into the system each time an employee uses FMLA leave. One entry reduces the paid leave used (either LBFM or LAFM as appropriate) and the other entry reduces the FMLA entitlement (FMLB - 12-Wk/Roll Yr).

- It is very important to use the proper leave codes for someone on FMLA leave. If an employee is on FMLA to take care of a <u>family member</u>, he must be coded LAFM (FMLA - Family). When LAFM is entered, the system will automatically take straight k-time first and then annual leave.

- If an employee is on FMLA for his <u>own serious illness</u>, he must be coded as LBFM (FMLA - Self). When LBFM is entered, the system will take the employee's sick leave first, straight k-time next and then annual leave.

- When the employee has exhausted all paid leave and still has FMLA entitlement, he must be manually coded as LWFM (FMLA - Unpaid). The system does not automatically roll to LWOP.

- If a wage employee meets the eligibility for FMLA entitlement, the FMLA absences must be coded as LWFM (FMLA - Unpaid). This is the only code used for wage employees since they are not entitled to paid leave.

- If you receive time sheets showing an employee on extended sick leave, check with the supervisor to see if the employee should be on FMLA because FMLA entitlement is used concurrently with paid leave for a qualifying event.

- When a holiday occurs during an FMLA absence, follow the appropriate procedures for holidays, whether paid or unpaid. Also enter FMLB – 12-Wk/Roll Yr for the system to subtract the absence from the FMLA entitlement.

<u>WORKER'S COMPENSATION</u>

- When an employee misses work for a work-related injury or illness to go to the doctor, to get xrays, or participate in physical therapy, etc. they must request Worker's Comp leave and it must be coded LD. Check to be sure the leave slip is appropriately marked for Worker's Comp absence.

- Employees who miss work for a *serious* workplace injury or illness must also use their FMLA entitlement concurrently with Worker's Comp. This is determined by the employee's

supervisor; however, if you know or learn that an employee is missing work because of a work related injury or illness, check with the supervisor to verify whether the absence also qualifies as "serious" under FMLA. But remember, FMLA must first be set up by the Human Resources Office before time can be entered.

- Buy back of leave used while on Worker's Comp will be handled administratively on a case by case basis.

TIME SHEETS AND OVERTIME/LEAVE APPROVALS

- Print an employee list from the time entry screen and verify that you have received time sheets from all employees.

- For audit purposes, it is essential for all documentation to be properly signed, approved and dated.

- All changes must be initialed by both the employee and supervisor. Always remember that documentation must be available when Legislative Audits are conducted. Never rely on memory alone. Written documentation is the only thing that counts.

- Timekeepers must be notified by managers of any employees who have terminated within the pay period. Therefore, before projecting employees' time, be sure there were no terminations in the period.

- Never remove an employee from the time sheet without verifying with the manager/supervisor that a 301 termination document has been completed and submitted.

- Wage employees on approved FMLA absence must complete leave slips for FMLA - Unpaid Leave and be coded LWFM (FMLA - Unpaid) up to or until their entitlement is exhausted.

PRIOR PAY PERIOD ADJUSTMENTS

- Prior Pay Period Adjustments (PPA's) need to be completed in a timely fashion and must include personnel numbers. Comments must also be included as to whether the employee is still active or has been terminated.

- PPA's generated because of incorrect codes or late discoveries of terminations cause overpayments. Examples of claims are: overpayment of annual leave; employees getting paid for hours not worked; correcting leave after an employee was terminated and leave paid out; incorrect termination dates for employee with time entries after the term date.

- It is critical that time entries be audited each pay period and that PPA's are completed immediately upon discovery of an error. If the PPA (entered by HR) results in an

overpayment claim, HR staff will attempt to collect the overpayment. However, on many occasions collection efforts are unsuccessful. Because overpayments are costly to the state, OSUP announced recently that they will begin sending letters to all Undersecretaries and Legislative Auditors listing the outstanding claims for each agency.

- PPA's must be cross referenced with time sheets for audit purposes. After the HR/Payroll Analyst enters the PPA's, timekeepers must audit the paperwork and changes made.

AUDIT REPORTS

- Run ZT06 Absence Quota Report at the end of each pay period and distribute to appointing authorities and managers. Pay particular attention to employees approaching 240 hours of FLSA time and be aware that the ISIS system automatically pays any FLSA overtime exceeding 240 hours. The balance on the report will never exceed 240 hours, so you must also look at the overtime hours paid to determine whether the employee has exceeded 240 hours in the pay period. At the end of the year, employees who exceed 360 hours of straight time must either be paid or the amount must be reduced to 360 hours. HR must be notified by each agency as to whether the affected employees will be paid or the hours reduced.

- Run ZP97 Employee Variance Report to check for positive time entry employees with more than 80 hours entered or less than 80 hours entered. This report also identifies all LWOP.

- ZT02 Time Entry Audit Report must be audited by someone other than the timekeeper. Timekeeper supervisors (or delegated staff) must audit this report each pay period and the report must be signed and dated. This report must also be kept with the time sheets for audit purposes.

OTHER REPORTS THAT MAY BE HELPFUL

- ZF09 Master Cost Distribution Report can be used to verify that cost centers and reporting categories are correct.

- ZT01 Planned Working Time report may be run as needed.

- ZT09 Time Entry Summary can look at individuals for a selected period such as when a manager wants to know how much annual leave a certain employee has used over the last three months.

RECORD RETENTION

Records	Retention OS, OMF, OSM, OSP, & OT	Retention OLG, OCD, OSL
Time sheets	5 years	10 years
Leave approval forms	5 years	10 years
Overtime approval forms	5 years	10 years
Audit reports	3 years	10 years

OS, OMF, OSM, OSP, & OT: State Legislative Audits are conducted every two years for these agencies. It is advisable to keep the records on site until the Legislative Audits are completed. Records may then be archived for the next three years and destroyed after five years.

OLG, OCD, & OSL: These agencies receive federal funds and because federal audits are conducted over a longer period of time, these records must be retained for 10 years. State legislative audits are conducted every year for OLG and every two years for OCD and OSL. Records must be kept on site, never archived, and destroyed after 10 years.