Meeting Notes

Program Advisory Committee Meeting

Date: 08/18/11
Time: 10:30 A.M. – 12:00 P.M.
Location: EBS Conference Room
The meeting agenda and presentation are linked below

Discussion Topics

Time Review and Approval Requirements

Tom Schneider presented a draft *Time Review and Approval Requirements* policy and procedure (linked below). This document formally articulates the requirement for managerial review and approval of leave requests, time source documents (TSDs), and comparison of TSDs to time entries into SAP. The draft also provides a series of alternative "matching" scenarios and provides direction to bureaus on documentation of procedures and document retention.

As background, Tom mentioned the Moss-Adams audit note and the absence of a consistent citywide approval process for time entries made into SAP. The draft policy and procedures reflect the work of a PAC subcommittee that was convened to represent the diverse needs of different bureaus and offices throughout the city. The goal of the subcommittee's work was to formulate a general best practice that would still provide flexibility to meet individual bureau needs.

There were several questions about the draft policy relating to impacts on bureaus. It was decided that Tom would redraft the document to make the policy more generic with provisions for development of individual bureau procedures to comply with the policy. Tom will make revisions and then present the final document at the September ESC and, once approved, move to incorporate the policy into the HR Administrative Rules in the next periodic revision.

DCTU Article 6.1

Patrick Ward made a brief presentation to the PAC about Article 6.1 of the DCTU contract which requires reporting to the union of contracts and purchases for services that might otherwise be performed by represented employees. It was mentioned that the City has already experienced adverse arbitration rulings on this point. There was some discussion of possible solutions. EBS staff reported that a change request will be submitted.

Report on ESS Time Entry Implementation

Kevin Campbell of the EBS staff reported that 47% of non-public safety, non-seasonal employees are currently using ESS for time entry. There was a brief review of the history of ESS: Time Entry and a review of some improvements and changes currently under development by EBS. Staff recommended bureaus be consulted for realistic targets and timelines for further time entry implementation, that EBS develop a single comprehensive implementation plan for the PAC and ESC, and that EBS then move forward with the final plan as adopted. Timeline for submission of the **ESS: Time Entry Implementation Plan** to the PAC is January 2012. The PAC approved the EBS staff recommendation.

EBS Status

See the presentation below

- [August 18 PAC Agenda & Presentation](#)
- [Time Review and Approval Requirements presented by Tom Schneider](#)

Time Review and Approval Requirements
Rev 08/15/2011

City Policy

All time source documents (Includes, but is not limited to, emails, PRESS, UDARS, Journal System, Crew Cards, ESS, timesheets, leave requests, etc.) used to record and submit employee time for the purposes of generating City payroll are to be reviewed and approved by City management to ensure that the time submission is accurate and employees receive pay in accordance with City pay policy and practices.

All bureaus will strive to achieve the City's defined best practice of documented managerial review and approval of all employee time source document submissions. The City's defined best practice includes the following elements:
- Managerial review and approval of all leave requests and employee time entries made in SAP (e.g. CATS_DA, CADO, SAP MSS, etc.).
- Managerial review of evaluated time after the City's SAP time entry deadline but before end of day on the Friday following the SAP Time entry deadline (e.g., PT_BAL00 with signoff, SAP MSS, etc.).
- Managerial approval of any retroactive time entry change or in circumstances where a time entry change has been made to a previously approved time submission.

For bureaus in which the best practice cannot logistically be achieved as a result of substantial barriers, including remote unavailability of hardware, geographic distribution of worksite locations, etc., those bureaus must ensure that source documentation of employee time entry is reviewed and approved by management, and that the entries made into the SAP Time Management /Payroll System match the approved source documents.

Matching time entries in SAP to source documents to ensure that time entry is accurate and accountable should be completed by bureau management and be executed prior to the end of day on the Friday of time entry week. In instances where direct managerial matching of source documents to time data entered in SAP is not practical, third-party matching (e.g., by Bureau HR, financial management staff, or management analyst, etc.) may be utilized to ensure an accurate and accountable payroll. Bureaus that adopt this third party matching practice shall document their procedure.

In exceptional circumstances where managerial matching of source documents to entries in SAP cannot occur prior to the Friday of the time entry deadline week, matching shall occur prior to the Pay Period End Date of the pay period following the pay period for which matching is being completed.

Holiday observances may necessitate the acceleration of the SAP time submission and bureau time review and approval processes, as noted in the Annual Payroll Calendar, and bureaus will need to adjust internal time review and approval processing schedules accordingly.

Bureaus will document the bureau-specific time review and approval process for submission and annual update to BHR, in a standardized format to be defined by BHR. A report will be submitted annually to Council by BHR which summarizes bureau time review and approval processes.

Bureaus are to retain all time management records, including those related to time review and approval in accordance with the City's retention schedule, and make such records available for internal policy compliance and external auditor review upon request.