3.1 Business Operations Division Timekeeping Procedures

Purpose

Management review and approval of City time entry is required to ensure that time submissions are accurate and employees receive pay in accordance with City pay policy and practices.

Human Resources Administrative Rule (HRAR) 1.07 mandates that bureaus establish and maintain bureau-specific management of time entry review and approval systems, documenting the procedures and processes they adopt in their system, and retaining all source time entry and review and approval process documentation which substantiates that their system is being followed.

This Procedure documents the timekeeping requirements for the Business Operations Division and the OMF Bureaus for which the Division performs timekeeping services.

Requirements

Each bureau time review and approval process shall contain the following elements:

1. Managerial review and approval of time source documents used as the basis for time entry into SAP.

2. Managerial review of time entered into SAP after the time entry deadline of Wednesday, but before the Friday of the same calendar week.

3. 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.

Business Operations Division Timekeeping Customers

Business Operations Division staff performs timekeeping functions for the following Office of Management and Finance (OMF) groups:

Bureau of Financial Services - Accounting
Bureau of Financial Services - Financial Planning
Bureau of Financial Services – Public Finance and Treasury
Bureau of Internal Business Services – Facilities Services
Bureau of Internal Business Services – Printing and Distribution
Business Operations
Enterprise Business Solutions
Public Safety System Revitalization Project

Employees of these groups record their time in a variety of fashions, including via Employee Self Service (ESS) in SAP, in the STARS timekeeping system, and via timesheet.

Employees and supervisors in the Business Operations Division will follow the Business Operation Division Time Review and Approval Procedures to document, review, and approval time. Employees of other customers will follow the time review and approval procedures within their Divisions.

Timekeeper Procedures for Each Pay Period:

Day Before The Last Day of Each Pay Period

The day before the last day of each pay period, the Timekeeper will send out an email to employees reminding them to complete their time entry.

After noon on the day before the pay period ending date, the Timekeeper starts entering into SAP any employees' time that is not recorded in ESS. This may continue into the next day.

Friday After the Pay Period Ends

On the Friday after the pay period ending date, the Timekeeper completes the following:

1. By noon, the Timekeeper should have received time review and approval documentation from each supervisor.
    a. Once the Timekeeper receives the approval from a supervisor, the Timekeeper enters each supervisor's approval/acceptance on the Timekeeper Approval Documentation Spreadsheet.

    b. If a supervisor's documentation has not yet been received, the Timekeeper sends a reminder to turn in the documentation the same day.
    c. Should no approval documentation be received by the end of the day, the Timekeeper processes payroll based on the information entered. Any changes later requested by the supervisor will be entered as Retroactive changes.

2. Enters any corrections from employees/supervisors that can no longer access ESS for the previous pay period. The Timekeeper is informed of the need for a correction via email and the supervisor will sign revised time review documentation acknowledging that the correction has been made and is approved.

3. Enters any corrections identified by Central Timekeeping (note: Central Timekeeping is checking daily for errors). The Timekeeper is informed of the need for a correction via email and the supervisor will sign revised time review documentation acknowledging that the correction has been made and is approved.

Monday After the Pay Period Ends

On Monday after the pay period ending date, the Timekeeper completes the following:

1. The Timekeeper sends the Timekeeper Approval Documentation Spreadsheet to the Business Operations Manager in charge of the Administration Team for review.
    a. Business Operations Manager reviews and approves the spreadsheet or if necessary contacts any manager that has not yet sent through an approval to the Timekeeper.
    b. The Business Operations Manager returns the signed, approved spreadsheet to the Timekeeper.

2. Enters any corrections identified by Central Timekeeping (note: Central Timekeeping is checking daily for errors).

3. Files all documentation received for that pay period.

Retroactive Time Entry Changes for all Employees:

1. If a change is required after the pay period is closed, the supervisor notifies the Timekeeper via email of the specific change required.

2. The Timekeeper makes correction and sends supervisor email confirming the correction.

3. The supervisor verifies the correction by reviewing SAP.

4. If the change is correct, the supervisor prints the SAP report, attaches the email documenting the change, and submits both to the Timekeeper for filing.

Timekeeper Audit Procedures

Holiday Time Validation for Part-Time Employees

After each pay period during which there has been a City holiday, the Timekeeper:

1. Runs the PT_BAL report in SAP for that pay period for each part-time employee.

2. The Timekeeper verifies that the holiday hours paid to the employee as indicated on this report are correct.
    a. Should a correction be required, the Timekeeper follows the procedures indicated for “Retroactive Time Entry Changes for All Employees.”

3. The Timekeeper informs the Business Operations Manager in charge of the Administration Team of the results of the audit.

4. The Timekeeper files audit documentation with the other time review and approval records for that pay period.

Quarterly Time Audit

At the close of each fiscal quarter, the Timekeeper:

1. Looks up all temporary employees in Divisions served and randomly selects one permanent employee from each customer Division.

2. Runs CATS_DA and PT_BAL reports for each employee for that fiscal quarter.

3. Compares the time exceptions shown on the CATS_DA report with the time from the PT_BAL report to ensure that the employee has been paid appropriately.

4. The Timekeeper informs the Business Operations Manager in charge of the Administration Team of the records audited and the results of the audit via email.

5. The Timekeeper files audit documentation in a separate Quarterly Audit file for the fiscal year.

Quarterly New Hire Accrual Audit

At the close of each fiscal quarter, the Timekeeper:

1. Uses SAP to access the leave balances of all new hires to ensure balances and accrual rates are appropriate.

2. The Timekeeper informs the Business Operations Manager in charge of the Administration Team of the records audited and the results of the audit via email.

3. The Timekeeper files audit documentation in a separate Quarterly Audit file for the fiscal year.

Timekeeping Records

The Timekeeper will maintain the following files:

1. Files by pay period containing records of review and approval by supervisors, records of requests and approvals for corrections made, the Timekeeper Approval Documentation Spreadsheet signed by the Business Operations Manager, and audit documentation associated with pay periods during which a City holiday occurs.

2. Files by fiscal quarter containing documentation of the quarterly audit.

3. Files will be retained as required by the applicable records retention schedule.

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