

3.2 Business Operations Division Time Review and Approval 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 employee and supervisory review requirements for time entry, review, and approval for the Business Operations Division.

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.

Employee Requirements

Time Entry

Business Operations staff members account for their work time using one of two methods.

Full time employees use the Employee Self Service (ESS) feature of SAP. For these employees with regular schedules, a default schedule is set up in SAP and employees enter only exceptions to that schedule.

Part time employees with set schedules enter actual time worked into ESS. Part time employees who are also benefits eligible (i.e. who earn leave time, etc.), will additionally enter exceptions into ESS.

Part time employees with no set schedules use STARS. These employees enter actual hours worked into the STARS system.

All employees are responsible for entering time exceptions or time worked, as applicable, by noon on the day the pay period closes.

Receive Supervisory Approval for Time Exceptions

Employees must request approval from their supervisor prior to taking leave or working overtime.

In the event of an unscheduled/unanticipated absence, employees must notify their supervisor as soon as possible of the occurrence.

If the employee identifies that a change is required to their time after the close of a pay period (i.e. a retroactive change), the employee must notify his/her supervisor as soon as possible upon identifying the issue.

Supervisor Requirements

Approval of Time Exception Requests

Supervisors must respond timely to an employee request for leave or to work overtime.

When an approval is granted, the supervisor enters the approved request on the Time Source Document spreadsheet prepared by the Business Operations Administration Team. This serves as the source against which time entry into SAP is compared to ensure accurate payroll.

Review and Approval of STARS Time Entry

If a supervisor has employees who enter time into STARS, the supervisor must log in, review, and approve the time entry by 2pm on the day the pay period closes.

Approved entries in STARS will be entered into SAP by the Timekeeper.

Review of Time Entry into SAP

Supervisors are required to review time entered into SAP by their employees, or on behalf of their employees, to ensure that it matches the approvals documented on the Time Source Document spreadsheet.

For employees using ESS:

1. Supervisors will run the CATS_DA report in SAP for the given pay period. (See the CATS_DA Report Instructions Training Guide for directions)
2. Supervisors will compare the information on the CATS_DA report with the information on Time Source Document spreadsheet.
 - a. If the information on the CATS_DA report matches the information on Time Source Document spreadsheet, supervisors will print a copy of both, sign the CATS_DA report, and submit both to the Timekeeper for filing.
 - b. If the information on the CATS_DA report does not match the information on Time Source Document spreadsheet, supervisors must work with the Timekeeper to correct the error. Once the correction is made, follow step 2a above.
3. Time approval documentation must be submitted to the Timekeeper by noon on the Friday after the pay period closes.

For employees using STARS:

1. Supervisors will review and approve the entries in STARS.
2. The Timekeeper will enter the information from STARS into SAP.
3. Supervisors will run the CATS_DA report in SAP for the given pay period.

4. Supervisors compare the information on the CATS_DA report with the information on Time Source Document spreadsheet.
 - a. If the information on the CATS_DA report matches the information on Time Source Document spreadsheet, supervisors will print a copy of both, sign the CATS_DA report, and submit both to the Timekeeper for filing.
 - b. If the information on the CATS_DA report does not match the information on Time Source Document spreadsheet, supervisors must work with the Timekeeper to correct the error. Once the correction is made, follow step 2a above.
5. Time approval documentation must be submitted to the Timekeeper by noon on the Friday after the pay period closes.

Retroactive Time Entry Changes for all Employees:

1. If a change is required after the pay period is closed, the supervisor will notify the Timekeeper via email of the specific change required.
2. The Timekeeper will make the correction and send the supervisor an email confirming the correction.
3. The supervisor verifies the correction by reviewing the CATS_DA report.
4. If the change is correct, the supervisor prints the CATS_DA report, attaches the email documenting the change, and submits both to the Timekeeper for filing.

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