

## Timekeeping Specialist

FLSA Status: Covered  
Bargaining Unit: District Council of Trade Unions (DCTU)

### General Summary

Under general supervision, positions in this class perform the full range of timekeeper functions in a complex timekeeping environment, including verification of compliance with contract provisions for premiums, research of timekeeping or paycheck issues, and input and verification.

### Distinguishing Characteristics

Positions in this class perform the full range of timekeeping functions in a complex timekeeping environment, typically involving a wide variety of classifications, a variety of labor contracts, multiple shifts, extensive cross-charging of employees' time in a complicated cost recovery/cost accounting structure, and a large number of employees. Work involves reviewing and entering detailed timesheets, insuring compliance with relevant labor contracts provisions, responding to questions or issues brought forward by employees, and researching and resolving payroll errors. Work is very detailed and performed in a high volume, tight deadline environment. Incumbents are expected to complete work independently with limited assistance and supervision, and to manage workflow to meet payroll deadlines. This class differs from Office Support Specialist by the focus on complex timekeeping functions and spending a large majority of work time on timekeeping functions. .

### Typical Duties/Examples of Work

1. Receives time sheets; reviews for completeness, accuracy and proper authorization; follows up with supervisors or employees as needed; reviews for compliance with labor contract provisions for premiums, upgrades, and other provisions and for compliance with City HR rules and state and Federal regulations related to work hours and pay; calculates premium rates for system entry; makes decisions about processing and applying the correct switches, clock time and pay code sequences for achieving accurate pay.
2. Enters time in SAP; follows up on incorrect cost objects; runs and reviews verification reports, validates data entry; monitors entered hours for anomalies, lack of expected information/hours for assigned employees; generates various SAP time, payroll and quota reports; assists in developing management reports related to time and time usage. Calculates workers' compensation supplemental pay.

3. Ensures accurate entry of extensive time charge back to multiple cost centers; remains current on cost object changes; resolves incorrectly recorded cost accounting numbers with employees, supervisors or accounting staff.
4. Reviews time entered by employees via ESS or other systems; follows up on missing or questionable information; provides training or assistance to employees and supervisors; modifies or corrects entries to ensure proper payment.
5. Responds to employee, supervisor or central Payroll notification of potential errors, omissions or miscalculations; analyzes payroll issues; researches, and documents what happened and what should have happened; processes payroll corrections and off-cycle checks; provides explanations to employees and supervisors, including write-up and documentation when needed.
6. Recognizes potential system configuration problems and escalates issue as appropriate, tests new configuration.
7. Provides training to employees and supervisor related to time collection and time entry.
8. Assists Bureau FMLA coordinator with the distribution of forms and responds to FMLA timekeeping related issues; works with Risk management to avoid workers compensation overpayments and related time monitoring
9. Works with the Bureau Operating Bureau Personnel Administrator (OBPA) to ensure timely coordination of payroll related actions.
10. Maintains various employee timekeeping, personnel and medical files and records; tracks and monitors leave quotas and makes adjustments when needed and authorized, such as from a worker's compensation situation; tracks and monitors employee working out of class hours for rate increases.
11. Performs related duties as assigned

### **Required Knowledge, Skills and Abilities**

**Knowledge of:** City timekeeping rules and procedures; SAP HCM system operations; City HR policies and labor contract provisions related to time and pay; state and Federal regulations on work hours and overtime; where to locate time and pay details in the SAP and other systems.

**Ability to:** understand how SAP processes time and calculates premiums; read and apply labor contract provisions related to timekeeping and premiums; research and reconstruct time and pay calculations; explain complex hours and pay situations and calculations to employees and supervisors; accurately input and review detailed data; initiate and follow-through in recognizing and resolving potential errors;

communicate effectively, orally and in writing; provide effective customer service; effectively problem solve; work independently; establish and maintain effective interpersonal relationships with a diversity of others; effectively manage a high volume of detailed data in a time sensitive environment; utilize tact, diplomacy and discretion in dealing with confidential and sensitive data and situations; effectively deal with upset or concerned groups and individuals; identify, prioritize and solve a wide range of pay related issues.

Skill in: detailed data entry; word processing software; spreadsheet software; accurate record keeping; arithmetic calculations; proactive approach to problem solving.

**Classification History:**

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Adopted: 12-01-10