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 an employee's time request 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 Friday noon 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 ESS (Employee Self Service). Employees access ESS through the employee

portal on the City's web page. Each employee logs into the employee portal using his/her unique user name and password.

For employees with regular schedules, a default schedule is set up in ESS, and employees enter only exceptions to that schedule.

Employees that have an open schedule need to enter actual time worked into ESS.

All employees are responsible for entering time exceptions or time worked, as applicable, on timesheets and for certifying their timesheets by the end of their work schedule on the day the pay period closes. An email reminder is sent to all employees before the pay period closes.

Supervisory Approval for Time Exceptions

Employees must request approval from their supervisor prior to taking leave or working overtime using the "My Time Request" link in ESS.

In the event of an unscheduled/unanticipated absence, employees must notify their supervisor as soon as possible of the occurrence and submit the request for approval using the "My Time Request" link in ESS. Supervisors can also enter a time request on behalf of an employee who did not expect to be absent.

If the employee identifies that a change is required to his/her 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. The timekeeper must make the change with the supervisor's approval.

The "Time Request" tool allows for employees to enter comments. These are searchable and public records. Employees will only enter comments to clarify the use of "other" or "FMLA" leave or to provide information essential to the appropriate processing of the request. Employees should not enter detailed or confidential information regarding their leave use in the comments section.

Supervisor Requirements

Approval of Time Exception Requests

Supervisors must respond timely to an employee's request for leave or to work overtime. The "Time Request" tool allows for supervisors to enter comments when rejecting an employee's request.

When an employee submits a time request, supervisors should monitor for any comments that are confidential in nature. If a supervisor finds that an employee has entered an inappropriate comment in a time request, the supervisor should work with the timekeeper to correct it and should remind the employee about appropriate use of the comment field.

Review of Time Entry

Supervisors are required to review their employees' time and time exceptions as entered in ESS to ensure that it matches the time requests approved by the supervisor.

Supervisors compare the employee's time request information with any time exceptions entered on the timesheet and the evaluated time as reflected in the time statement.

- If the information on the time statement matches the time exceptions entered on the employee's timesheet, both of these reflect the exception taken, and the employee has "Certified" his/her timesheet, the supervisor clicks the "Approve" button in MSS for that employee.

- If the information does not match the information on the employee's timesheet, the supervisor does not approve the timesheet and notifies the employee or timekeeper that a correction is needed.

- Once the employee or the timekeeper has corrected the error and the employee has recertified the timesheet, the supervisor clicks the "Approve" button.

Retroactive Time Entry Changes for all Employees:

1. If a change is required after the pay period is closed, the supervisor or employee will notify the timekeeper via email of the specific change required.

2. When a correction is made to a timesheet, the timekeeper will inform the employee and supervisor and instruct that timesheets be recertified and reapproved.

3. Supervisors must reapprove timesheets for which retroactive changes have been made. These may appear in a "Missing Approvals – Need Review" section on the Employee Time Approval screen. Supervisors

should monitor this section for needed approvals and ask the timekeeper for any clarification.

4. The timekeeper will retain a copy of email requests for time changes with the time documentation for that pay period.

Date Created: June 27, 2012
Date of Last Revision: February 2, 2016