

TIMESHEET RECORDS

SUMMARY

This procedure explains how to enter and approve timesheets for employees. All persons in applicable roles whether self-service, timekeeper, supervisor, approver, or Departmental Personnel Representative (DPR), are accountable for proper recording and documentation to accurately reflect hours worked, leave used, assignments, etc.

By submitting the time and attendance entries, the employee, supervisor and/or timekeeper must acknowledge that the hours reported represent the actual hours worked, are paid at the adjusted hourly rate inclusive of pay supplements, and in accordance with the respective collective bargaining provisions. If there are any discrepancies, it is the duty and responsibility of all employees to communicate the discrepancy to their DPR immediately.

PROCEDURE

1. The DPR is responsible and accountable for accurately and timely enrolling all employees in the Time and Labor module in INFORMS .
2. For each day of the two-week period, employees/timekeepers shall enter applicable time reporting codes and corresponding hours.
3. Supervisors shall ensure all employees enter and submit their timesheet in compliance with the Department's entry deadlines.
4. Supervisors shall review and approve their employee(s) timesheet by the Department's approval deadline.
5. The DPR is responsible for reviewing all entries utilizing available resources, such as INFORMS Query and BI-Publisher Dashboards, and adhering to all established deadlines.

Notes:

When it appears that an error has been made in an employee's pay or leave, employees should contact their respective DPR. Any questions regarding the completion of the timesheet should be directed to the DPR. If additional assistance is required, DPRs should then contact the Human Resources Department.

Although non-bargaining job basis employees are not required to submit time entries on the timesheet due to entries being systematically loaded to INFORMS based on their regular schedule, supervisors are required to approve any leave and time exceptions.

CONTACT(S):

Department/Division

Department Personnel Representatives

Human Resources Department/ Personnel, Time & Attendance Division