

MAKING TIMESHEET CHANGES

SUMMARY

After timesheets have been submitted, there may be occasions when corrections must be made to the record. It is incumbent on all employees to ensure accurate and timely recording, and approval of all time and attendance entries. 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. Timesheets are often inspected by auditors, investigating agencies or other interested parties; therefore, accuracy is paramount.

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. For each day of the prior two-week period, employees/timekeepers shall enter the applicable time reporting codes and corresponding hours.
2. Supervisors shall ensure all employees enter and submit their timesheet corrections in compliance with the Department's established deadlines.
3. Supervisors shall review and approve their employees' timesheet corrections by the Department's approval deadline.
4. The Department is responsible for reviewing all entries utilizing available resources, such as INFORMS Query and BI-Publisher Dashboards, and adhere 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 corrections made to leave and time exceptions.

CONTACT(S):

Department/Division

Department Personnel Representatives

Human Resources Department/Personnel, Time & Attendance Division