



CITY OF DUBLIN

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 5.13</b>
<b>TO:</b> All Department/Division Heads & Assistants
<b>FROM:</b> Marsha I. Grigsby, City Manager
<b>SUBJECT:</b> -Recording and Approving Employee Time
<b>DATE:</b> <u>November 7, 2014</u>
<b><u>New Administrative Order 5.13 Supersedes and Replaces Administrative Order dated 10/30/06 Regarding Same Subject.</u></b>

**I. Purpose**

The purpose of this Administrative Order is to establish a policy and a set of standard procedures governing the documenting and recording of compensable employee time in the City’s automated timekeeping system.

**II. Policy**

The City is required by Federal and State law to account for, monitor and maintain accurate timekeeping records. Kronos is the mechanism which the City uses. It is the responsibility of all employees to accurately account for their hours worked and time off based on the requirements of Fair Labor Standards classification.

It is strictly forbidden for an employee to record time for another employee, including the submittal of leave. Such activities are subject to full disciplinary action up to and including termination.

**III. Procedure**

Standard Guidelines for Recording Employee Hours

The City’s automated timekeeping system (“Kronos”) is the mechanism which must be used by every employee to record their time and attendance that is to be compensated by the City. ~~either in pay or in future time to be taken off with pay (“comp time”).~~ This includes actual hours worked as well as hours that will be paid using accrued leave earned by the employee. Biweekly compensation paid to the employee through the payroll system will be calculated only on the basis of those hours that have been recorded in Kronos for the employee, and that have been approved in Kronos by the employee’s supervisor. The employee is responsible for notifying the supervisor

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when the hours recorded in Kronos are not accurate, before those hours are submitted to the supervisor for final approval. Once an If the employee is in agreement agrees with the hours recorded, the employee is required should to approve the pay records. Employee approval of the records is affirmation of the hours the employee worked and the paid leave, if any, that the employee will use as compensation. by approving his/her own timecard. The sSupervisor is are responsible for verifying that their employee's pay records hours recorded in Kronos are accurate before approving those hours.

III. Standard Guidelines for Recording Employee Hours

Recording Employee Time

An employee records their time when starting in paid work status ("punch-in") and when ending paid work status ("punch-out"), by swiping their identification badge across the proximity reader located on the face of the Kronos terminal, or by using the Kronos application on a desktop computer or mobile device. Punching-in or punching-out may only be done by an employee using his or her own identification badge or identification number. It is strictly forbidden for an employee to punch in or punch out for another employee. Such activities are subject to full disciplinary action.

It is the responsibility of each Department and work unit's Director to determine which employees will be required to use the Kronos terminal and which ones will not. This determination will be made on the basis of the general classification an employee's position falls under and the desire for the work unit to precisely account for actual hours worked by that unit's employees. Guidelines for each class of employees follow. All employees in the same classification for each work unit should follow the same guidelines.

Guidelines for recording time for each category of employees is listed below.

Exempt employees – Salaried, overtime-exempt managerial and professional staff are not required to use the Kronos time clocks for tracking daily hours worked, but neither are they precluded from doing so. However, all All absences must be recorded in Kronos, including holidays, vacation leave, personal leavedays, sick leave, outside training conducted outside the workplace, or any other accountablecompensable time (compensable or not). Requests for any type of leave mustshould be submitted through Kronos and Employees will still be required to follow the established procedures for FMLA, and requesting accrued sick and vacation leave requestsrequesting time off.

Non-exempt, full-time – Non-exempt, full-time employees are required to use the An employee using the Kronos terminal or desktop/mobile application is responsible for punching-in and punching-out whenever they are commencing or concluding working in paid status. This includes punching-out and punching-in for lunchtime, personal appointments, or other uncompensated break time. Directors may allow employees to have Kronos automatically deduct for a standard length of uncompensated break time, rather

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than directly punching-out and punching-in, for purposes of operational efficiency or other practical considerations.

Non-exempt, full-time employees must account for a minimum of forty (40) hours per week, including any compensated or uncompensated approved absences. It is the responsibility of the employee to verify that the Kronos terminal or application has correctly recorded any punch-in or punch-out at the time of doing so. If a punch-in or punch-out is not recorded by Kronos (~~“missed”~~) for any reason, including employee oversight or system error, the employee must fill out document the missing punch using a Kronos change form which must be and submitted it to their supervisor for approval within three business days, or no later than the payroll due date. The Kronos change form (~~see Exhibit A~~) includes the employee’s name, and the clock a detailed explanation as to why the information is was not recorded on in Kronos time missed with the non punch, and an explanation of the ~~circumstances surrounding the missed punch~~. The supervisor is responsible for ensuring that all approved Kronos change forms are accurately input into the Kronos system prior to approving the employee’s timecard ~~The appropriate person is responsible for ensuring that all approved Kronos change forms are properly input into Kronos. This task would need to be completed prior to approving the employee’s time for that pay period. Patterns of habitual exceptions due to employee oversight, such as missing punches, may result in progressive discipline.~~

All forms of leave must be recorded in Kronos. Requests for any type of leave must be submitted through Kronos and follow the established procedures for requesting time off.

~~Employees are encouraged to review their timecard on an ongoing basis throughout the two week pay period in order to identify any problems or errors as quickly as possible..~~

Non-exempt, part-time or seasonal – ~~Non-exempt, part-time or seasonal employees are required to use the Kronos terminal or desktop/mobile application for punching-in and punching-out whenever they are commencing or concluding working in paid status. Use of the Kronos terminal is mandated for all part time and seasonal nonexempt employees. All provisions previously described relating to the use of the Kronos terminal. Only compensable hours are to be entered into Kronos.~~

~~for non-exempt employees apply, with the exception that any uncompensated time should not be accounted for. Only compensable hours are to be entered into Kronos for these employees.~~

~~All employees will be required to review their own time card and indicate its accuracy by approving it on the Kronos system by [WHEN INSERT DAY AND TIME HERE]. approve if they agree. Employees that disagree with the validity of the timecard or data contained within, must provide documentation will only need to provide exceptions or disputes on a Kronos form, which must be turned into the supervisor by WHEN???~~

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~~Subsequent Revisions to Employee Time~~

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~~All approvals (from the employee and supervisor) must be completed by Approved employees' hours recorded in Kronos will be transferred to payroll software. after the approval deadline of 12:00 noon on the Tuesday following the close of a pay period. After this time occurs, no further changes to hours recorded in Kronos may not be made by supervisors. If changes are Subsequent changes necessary to correct previously undetected errors or inaccuracies, a must be documented on the Kronos change form must be completed (by by WHO?) the employee, approved by the and supervisor and and forwarded to payroll. Corrections to the Kronos system will be made only by payroll personnel. The recording of corrections will be completed in Kronos by payroll after this point.~~

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~~A supervisor or other sSupervisors should must have a pre-designated back-up who has the authority to approve that group of employees' Kronos hours; in the event the supervisor is absent and unable to meet the approval deadline. This responsibility should fall to another supervisor or superior in the organization. While DirectorsSupervisors may designate support staff to perform edit functions for their direct report employees' Kronos hours, but approval of subordinate's time is the responsibility of the supervisor and as such, those employees' total Kronos hours for the payroll period must be performed by the supervisor.~~

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~~IV. Alternative work schedule~~

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~~A. Operating Hours~~

~~Standard operating hours are 8:00am 5:00pm; however, if an alternative work schedule program is utilized by a particular work unit, the operating hours of such work unit shall be expanded and services shall be provided to the public during such expanded hours. The extent to which operating hours are expanded must be addressed in the Alternative work schedule plan that the employee submits to the Supervisor for approval.~~

~~B. Work Hours~~

~~Parameters of daily hours when employees may begin and end their work day may be established by each Work Unit.~~

~~C. Alternative Work Schedule Options (Must be approved by Supervisor)~~

~~Option A: Four 10 hour days and one day off in each workweek, with employee requesting a specific starting time.~~

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~~Option B: Four 9 hour days and 4 hours off on one day of the work week, with employee requesting a specific starting time.~~

~~Option C: Five 8 hour days with alternative starting time pre-selected by employee; employee may modify schedule with prior notification and approval of supervisor.~~

**D. — Lunch Band**

~~Normal lunch band is 11:30am-2:00pm. An employee is required to clock out and back in for lunch. It is considered a lunch when an employee moves from their work space to eat, or prepare~~

**E. — Holidays**

~~During any workweek in which a holiday is observed by the City of Dublin on a workday, all employees working an alternative work schedule must convert to a five 8 hour day schedule; however, such employees may, with prior approval from their Supervisor, work a five 8 hour day alternative schedule.~~

**Overtime**

~~Overtime work under a compressed workweek may still be ordered and approved subject to overtime regulation. Overtime is defined as that work or duty time in excess of 40 hours in the workweek. Overtime time must be approved by your supervisor prior to working the hours.~~

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