

PROCEDURE 303-4 - TIME RECORDS

Nonexempt Employees

Nonexempt employees are required to complete their individual time records each day and submit a timecard on a weekly basis using the forms and practices established by the Department of Financial Management & Administration. Nonexempt employees must report all hours worked and all hours scheduled but not worked (i.e., paid or unpaid time off during normally scheduled hours) and must record actual start and stop times.

Exempt Employees

Exempt employees are required to document any scheduled time not worked (i.e., paid and unpaid time off) through the Oracle Absence Request Form. Exempt employees are not required to complete timesheets to report actual hours worked for pay purposes. Departments/agencies/offices may require exempt employees to record hours worked to meet project or grant-related reporting requirements but may not make deductions from pay for failure to meet requirements. Departments/agencies/offices may also require exempt employees to record time worked on an exception basis for the purpose of tracking leave.

Accurate Time Reporting

Time records must be reviewed for accuracy before approval by the supervisor. A supervisor's failure to ensure the accuracy of time reporting documentation may result in corrective disciplinary action. If corrections or modifications are made to a time record, the employee and the supervisor must verify the accuracy of the changes.

Supervisors who contact their nonexempt employees during non-work hours, or who are aware that nonexempt employees have performed work during non-work hours, are responsible for ensuring that the time worked is recorded.

Falsification of time records and/or completing another employee's time record without authority is prohibited. No supervisor, manager, or leader has the authority to authorize falsification of time records or absence requests. Nor do they have the authority to ask or require a nonexempt employee to work without recording time (i.e., "off the clock") or agree to an employee's request to work off the clock. Such an agreement is considered falsification of a time record by both the employee and the supervisor. Employees should report any request or requirement to work off the clock to the Department of Human Resources.

Maintenance of Records

All department/agency/office leave and related time records (not Oracle records) must be maintained by the department/agency/office for three years for audit purposes. Each department/agency/office must designate an employee who will be responsible for maintaining such records and for ensuring that the records are kept in a manner that meets all legal requirements and the requirements of these policies and procedures. The County may periodically conduct audits of time records to ensure compliance.

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