



Timekeeping Policy

**A guide for Employees, Timekeepers, Approvers, and
Department Managers/Supervisors**

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TIMEKEEPING SYSTEM OVERVIEW

The City of Gulfport is subject to numerous laws and regulations that govern the way we conduct our business. The laws that regulate employee's wages and hours are designed to ensure that employees are paid as specified, within these regulations.

This policy outlines information pertaining to recording and tracking hours of work, accruals, and making manual edits.

Our official timekeeping system is KRONOS, which is a Time and Attendance System that collects actual time entered by the employee using the time clock, computer, telephone, or by the Timekeeper using the KRONOS software. The data is later transferred to the payroll system where employees are paid according to the hours recorded in their KRONOS time sheet.

The KRONOS electronic timekeeping system and associated work records will become the official basis for recording hours worked for all employees of the City of Gulfport. Absence records (e.g. vacation, sick days) will also be recorded in KRONOS.

In order to ensure consistency of treatment for employees, the data recorded in the KRONOS system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official KRONOS records.

It is recognized that in certain situations (e.g. clock malfunction) that it will be necessary to correct or enter missing data. These changes will be carefully documented via email from the department Manager/Supervisor to the timekeeper, who will make edits and notes on the timecard.

KRONOS automatically tracks and manages employee hours and applies current City of Gulfport pay rules prior to transmitting the data to payroll.

TIMEKEEPING PROCEDURES

This procedure defines the roles and responsibilities of individuals involved in the timekeeping process. It also provides guidance on the separation of duties assigned to the various individuals involved in the process.

Definitions

The terms "clock in", "punch in" and "swipe in" (or out) are one and the same. It refers to the method whereby an employee slides his/her ID badge through the slot on the time clock or reader that reads the employees badge number from the ID badge and transmits this information to the KRONOS timekeeping database, or where the employee may use the timestamp method or telephone to enter data to the KRONOS system. Failure to use the KRONOS system as required may result in disciplinary action, up to and including termination.

1. **Director/Manager/Supervisor.** The individual within the department who has fiscal and operational authority.
2. **Designee:** Any individual other than the timekeeper who has been given authority by the Director/Manager to approve changes in employee timecards.
3. **Timekeeper:** The individual assigned to maintain the Kronos records for the department.
4. **Approver:** Should be departmental director/manager, or designee.

5. **Employee:** Individuals who work within the department who charge time against the departmental account.

Responsibilities	Dept. Mgr/Sup. Or Designee	Timekeeper	Employee
Record start and end times including lunch using the timeclock, computer or telephone			X
Review missed punches, employee accruals and other paid absences on a daily basis.		X	X
Enter corrections into Kronos for employees		X	
Enter corrections into Kronos for timekeeper	X	X	

RESPONSIBILITIES OF EMPLOYEES

ALL EMPLOYEES; Exempt (salaried) and Non-Exempt (hourly) employees must record time and attendance via the KRONOS system. The timecard must be approved by the Employee and Approver each pay period. The KRONOS system tracks exception time (vacation, sick, etc.) for both Exempt and Non Exempt employees. Exempts must have 80 hours, between hours worked and accruals. Non-Exempt employees will need 40 hours for each work week, so that the KRONOS system will not dock pay. If you are missing hours and have accruals to use, please make sure to email your department Manager/Supervisor, so that an edit can be made to your timecard. All exception time should be entered through KRONOS, using the Time off Request, if possible and before the time off has occurred. Time off Request can be found under the **My Information tab** by selecting **My Actions** in the KRONOS Software or from the one of the blue "soft keys" on the time clock.

Daily Clock In/Out

It is the responsibility of each employee to clock in and out at the beginning and end of each scheduled workday and lunch period in order to be compensated for the time worked and to report his/her time worked, meal periods, and/or leaves accurately and completely for each pay period. Under certain conditions, such as a training course at a different location, the employee shall clock in/out at the different location, or be clocked in/out manually by the timekeeper. All employees leaving for personal reasons during the day must clock out when leaving and back in upon returning.

Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Electronic Timecard Approver/Manager/Supervisors are responsible for ensuring that the work and leave time reported accurately reflects each employee's activity for each pay period and validate this by approving the employees timecard. Intentional errors in reporting hours worked, can result in serious consequences to the individuals involved.

Missed Punches and Adjustments

Employees who miss a punch should notify their Department Manager/Supervisor via email, which will notify the Timekeeper via email, of any edits that need to be made to the timecard.

Under no circumstances can Timekeepers adjust their own timecard. Corrections should be made by the department Director, Manager/Supervisor, or a back-up timekeeper.

Guidelines for Edits:

Employee should e-mail all edits to the Kronos Manager/Supervisor/Department Manager in order to have a record.

- The employee should effectively communicate by e-mail the following:
 1. Why there is a need for the manual punch.
 2. Where the employee was for missed punches (must be specific)
Acceptable Example: attending Supervisory training class at ABC community center, reported to the Leisure Services Department for a meeting with XYZ Department Head about ABC Festival.
Unacceptable Example: attending a meeting.
 3. When (what time) the punch should have been for.
 4. Person who witnessed this (individual who attended class with you)
- All edits should be made within 24 hours.
- All edits have edit times logged in the audit trail.

How to determine Working Lunches:

- If it is **required** then you must be paid.
 - Do not punch in or out for lunch.
 - You should send a detailed message to the timekeeper to be noted in your timecard.
 - **Example:** Attended Lunch Meeting with ABC at the XXX Diner from 11am-12pm, discussed XYZ.
- If it is **voluntary then** you will not be paid.
 - You must punch in and out.
 - If you are away from a clock, you must email your Manager/Supervisor for approval of missed lunch punches.

Employees who have a maximum of six (6) missed punches per month will be counseled. The department manager/supervisor is responsible for monitoring adjustments for each employee.

Employee Approvals

All employees are required to approve their timesheet no later than the deadline set for their department. Please contact your Department Manager/Supervisor/Timekeeper for the approval schedule. If at all possible, please check and approve at the end of your last shift of the pay period.

RESPONSIBILITIES OF EMPLOYEES, TIMEKEEPERS & APPROVERS

ELECTRONIC TIMECARD APPROVAL

At the end of each pay period, you are required to approve your time worked and leave hours recorded for the pay period by entering your approval in the Kronos electronic record. By approving your electronic timecard, you are attesting to the best of your knowledge that your information submitted is complete and accurate. You are responsible for inaccuracy or omission of which you are aware at the time the

electronic timecard was approved and submitted. You may be subject to disciplinary action, up to and including termination for submitting any inaccurate information on your report.

DEADLINES

The time frame that exists for all time and attendance records to be properly processed for the pay period is **NOON** the day following the end of the pay period, which currently is Monday. Failure of timekeepers and approvers to adhere to guidelines as stated will be considered cause for disciplinary action, up to and including termination. All Timecards must be reviewed and approved by the **Employee, Timekeeper, and Approver**.

When a City Observed Holiday falls on the Monday before the pay day, please approve your timecard after your last shift for that pay period. The deadline for Timecards to be submitted to Payroll after a Monday Holiday is 9:00 am on Tuesday following the Monday Holiday.

WORK SCHEDULES

It is the responsibility of the respective department to enter the work schedules for new hires into KRONOS. Non-Exempt and Exempt employees' schedules are determined based on the requirements of the department. All full-time and part-time employees are required to take a lunch period away from their work area, **unless pre-approved by manager/supervisor**.

AUTOMATIC MEAL DEDUCTIONS

Automatic meal deductions can only be set up for employees who **do not** have access to a computer or time clock during meal breaks. Automatic meal deductions will only be used for employees who work away from their home base during meal breaks. **Example:** Leisure Service employees that mow grass in parks and take their meal break while in the field. Automatic meal deductions should not be used just because an employee does not remember to punch a clock. This applies to both Exempt and Non-Exempt employees.

EXEMPT & NON-EXEMPT EMPLOYEES AND OVERTIME PAY

“Exempt” refers to employees who are exempt from Federal and State laws regarding payment of overtime, and paid a pre-determined salary, not an hourly rate. Exempt employees who work less than 80 hours in a pay period are required to substitute accrued leave to make up the difference, if available. Exempt employees will be docked, in full day increments, if there are accruals to utilize.

“Non-Exempt” refers to employees who are eligible to receive overtime, for hours worked in excess of 40 hours per week. All overtime must first be **pre-approved** by Department Director **before** working overtime. **Non-Exempt Sworn Police** personnel will earn overtime only after 86 hours are **“physically”** worked in a pay period. **Non-Exempt Fire Shift** personnel will earn overtime only after 204 hours are **“physically”** worked in a 27 day pay period.

An employee **may not** accumulate overtime by arriving early or leaving late **unless specifically pre-authorized by his supervisor**. If a non-exempt employee has accumulated **unapproved** hours beyond his/her work schedule in the course of a week, he may be required to leave work early. Disciplinary action will occur for reoccurrence of non-compliance with this policy.

Non-exempt employees will automatically be docked if there are less than 40 hours in a week, between actual hours worked and accruals. Please make sure to look at each week separately, by selecting range of dates in the time period box, please see your timekeeper if you need help with the KRONOS system. Employees are not paid for hours of vacation or sick leave in excess of the available balance.

TIME OFF REQUEST & EMPLOYEE ACCRUALS

The employee must enter the requested paid time-off into KRONOS, before the time is actually taken. If the employee was unable to request the time off in advance, the employee must email the Department Manager/Supervisor and the Department Manager/Supervisor will email the Timekeeper of what edit needs to be made to the employees' timecard.

The KRONOS system will accrue (vacation, sick, comp, etc) for all employees. Your hours will be accurate and accessible in the KRONOS system, or from the KRONOS time clock. Please make sure you have the correct date highlighted in the system for the most accurate accruals. Employees are not paid for accruals taken in excess of the available balance. Accruals do not count towards hours worked for computing overtime. You are only allowed to use enough accruals or any time given by The City of Gulfport, to make a full pay check.

Vacation

The KRONOS system calculates accrued vacation leave based upon the employee's length of service. An employee may schedule vacation days in advance with supervisor approval, using the Time off Request feature. The pre-scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when vacation time had been scheduled, he or she will need to notify their supervisor to edit their timecard. The minimum amount of vacation an employee can take is 15 minutes or .25 of an hour.

Sick Leave

When an employee is out ill his/her manager/supervisor or the timekeeper will subsequently input the sick leave hours in KRONOS. When an employee has a doctor's appointment, he/she should clock out when he/she leaves, and clock back in if he/she returns and proceeds with the day as normal. The timekeeper will record the sick leave hours in KRONOS. The minimum amount of sick leave an employee can take is 15 minutes or .25 of an hour.

Compensatory Time

Comp time is earned in lieu of being paid overtime. Overtime can be moved to comp time as long as your balance does not exceed 100 hours. An employee may schedule comp time, in advance, with Manager/Supervisor approval, using the **Time off Request** feature. The pre-scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when Comp time had been scheduled, he or she will need to notify their supervisor, via email, to edit their timecard. The minimum amount of Comp time an employee can take is 15 minutes or .25 of an hour. **Comp time must be used before Vacation time.**

Jury Duty

Employees who present jury notices or subpoenas (subpoenas related to you as a City of Gulfport “employee”) to their supervisors will be granted leave with regular pay for the day(s) when service is rendered. You will need to do a Time off request through the KRONOS system, or your supervisor can make the edit for you in the KRONOS system.

Note: All other leave request should be handled in the same manner as the ones listed above.

HOLIDAYS

Holiday pay will automatically be applied to eligible employees in the KRONOS system. Refer to the current employee handbook for eligibility requirements.

When requesting time off during a Holiday-you must enter two separate time off request, skipping the date of the holiday. **Example:** Christmas falls on Wednesday and you want to take the full week of vacation during Christmas. You would enter two (2) different time-off request. One for Monday and Tuesday and the other for Thursday and Friday. Note: **Skip the holiday.** Please ask your timekeeper if you need assistance.

When a City Observed Holiday falls on the Monday before the pay day, please approve your timecard after your last shift for that pay period. The deadline for Timecards to be submitted to Payroll on the Tuesday following the Monday Holiday is 9:00 am.

PAYROLL ADJUSTMENTS

If an employee is not fully compensated for the payroll because of a data input error or a missed punch, please contact your timekeeper who will in turn contact the Payroll Office.

CLOCK OR SYSTEM PROBLEMS

Clocks will continue to collect data during times where it looks like there are clock or system malfunctions, even during power outages. Employees should continue to make all necessary punches then immediately inform the Department Timekeeper. In this situation the Timekeeper will make a note of the times that may need adjusting, but will not make adjustments until it is confirmed that the system did not collect the data.

The Timekeeper will immediately notify the Payroll Office of any clock or system problems.

Order of Contact relating to Clock or System Problems:

- Employee will contact Kronos Manager/Supervisor or Approver
- Kronos Manager/Supervisor or Approver will contact Payroll
- Payroll will contact Information Systems, if needed.

Kronos issues should **NOT** be directed to the Information Systems department. Please contact your Kronos Manager/Supervisor who will contact Payroll. If Payroll Specialist cannot resolve, she/he will communicate with the Information Systems department for resolution.

LOST OR DAMAGED I.D. BADGES

Contact the Human Resources Office (228) 868-5831.

DISCIPLINARY ACTION

You may be subject to disciplinary action up to and including termination for the following:

- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.
- Punching in/out for another employee (a.k.a. "buddy punching") will also be considered a serious offense, with both employees subject to disciplinary action up to and including termination.
- Possession of another employee's badge at any time.
- Interfering with another employee's use of time clocks.
- Falsifying another employee's clocking transactions and failure to use the KRONOS system properly.
- Failure to promptly verify and reconcile time and leave records in accordance with departmental policies and procedures.
- Falsification of hours actually worked.
- Excessive missed punches without a valid (specific) reason.

Please contact the Human Resources Manager if any problem results from non-compliance of the system policies.