TOWN OF BERLIN
AUTOMATED TIME & ATTENDANCE POLICY
January 2023

Collection of Transactions

This procedure is to be used for the collection of actual hours worked by FLSA non-exempt employees and leave time taken for all employees. **It is essential that all hours be accurately classified and correctly accounted for in the Executime timekeeping system.** Please note that this includes periods worked and leave time taken, paid or unpaid.

- ✓ All employees (including salaried) will record leave time taken in Executime.

- ✓ Employees are strictly prohibited from logging in time for other employees.

- ✓ Employees are expected to comply with the provisions of their respective collective bargaining agreement and/or Town policies and procedures pertaining to hours of work.

Hourly Employees:
All hourly employees are expected to clock in just prior to the beginning of their regular shift. Employees may not clock in earlier than seven (7) minutes before the beginning of their shift, unless authorized by their Department Manager in advance. All employees are expected to clock-in and be at their work site ready to begin work at the beginning of their shift. Employees are required to clock in and out for contractual lunch breaks.

Under applicable wage and hour laws, employees will not be docked for clocking in up to eight (8) minutes after the beginning of their shift but are still considered late/tardy under the policy. Employees who clock-in after this eight (8) minute period will be docked pay in fifteen (15) minute increments and may be subject to discipline.

All hourly employees must also clock out at the end of their shift. Employees are not permitted to clock out more than seven (7) minutes past the end of their shift, without the prior approval of their supervisor. Overtime must be authorized by the employee's Department Manager in advance.

Hourly employees who take time off during the workday, above and beyond their contractual breaks, to attend to personal business, must clock out when they leave and clock in when they return. Arrangements to be compensated for this time can be made by utilizing sick, vacation, floating holiday and/or personal leave time, as appropriate. Use of all accrued leave time should be consistent with the Town's policy and/or collective bargaining agreement.

Salaried Non-Exempt Employees:
Salaried, non-exempt employees must record their daily time worked on the timesheet in Executime.

Salaried, non-exempt employees who take time off during the workday, above and beyond their contractual breaks, to attend to personal business, must record their time off in the Executime system. Arrangements to be compensated for this time can be made by utilizing sick, vacation, floating holiday and/or personal leave time, as appropriate. Use of all accrued leave time should be consistent with the Town's policy and/or collective bargaining agreement.

Salaried Exempt Employees:
Salaried, exempt employees do not need to clock time in/out.

Salaried, exempt employees who take time off during the workday, above and beyond their contractual breaks, to attend to personal business, must record their time off in the Executime system. Arrangements to be compensated for this time can be made by utilizing sick, vacation, floating holiday and/or personal leave time, as appropriate. Use of all accrued leave time should be consistent with the Town's policy and/or collective bargaining agreement.

Executime Entry Issues:
An employee having problems clocking in/out, entering on a timesheet or recording time away from the office within Executime should contact their Department Manager immediately so the problem may be corrected prior to the end of the pay period.

Employees are not to clock in or clock out any other employee under any circumstances.

Review/Correction of Transactions:
The Department Manager must review each assigned employee's time record to identify and correct errors before approving in Executime. Examples of transactions to review closely during your review include:
- ✓ Early or late clock-ins/outs
- ✓ Employees associated with the department
- ✓ Hours worked in a day/week/pay period
- ✓ Leave time taken
- ✓ On-call work
- ✓ Overtime worked
- ✓ Unusual or incorrect clock codes

Carefully monitor your employees' non-clocked transactions. Executime will not delete duplicate transactions, which could result in the employee being overpaid.

Each department should have its own review process to identify errors unique to their department. This might include using leave schedules, assignment sheets, or other documents to identify errors in clocking transactions.

If employees discover an error on their paystub, they should notify their manager immediately. This notification should be returned to Payroll in adequate time to allow for review and correction prior to the Friday payroll date. The Department Manager must authorize the correction request.

Historical Adjustments:
This procedure provides guidance on processing historical adjustments to correct errors discovered after the timekeeping cycle has been closed.

Any adjustments made to the employee's time maintenance record must be documented and processed through the Executime timekeeping system. Historical adjustments must be approved by the department manager.

An email outlining the error and required changes should be sent to Payroll. Include the hours and type of hours (regular, overtime, vacation, etc.) in the email. Payroll will verify that the Department Manager's correction appears in Executime. The request will be processed and added to the following pay period.

Historical edit requests must be received no later than 12:00 p.m. on Friday to be added to the next pay cycle. Any requests received after that deadline are unable to be included and will be processed for the following pay cycle.

Review and Reminders for Editors and Approvers

✓ Weekly timecards should represent the employee time for the week stated. To properly document any back pay, please contact Payroll. Do not make up time for prior weeks by increasing regular time in the current week.

✓ Ensure employee timecards reflect the number of hours only for which they are eligible to be compensated. If an employee has less than their daily scheduled hours, make sure the correct number of hours is entered for any excused absence/absences. Confirm approval for hours worked more than employee scheduled hours.

✓ When editing an employee's timecard, leave a note in the "Comments" box. This is required for any addition or modification.

✓ Department Managers are required to sign off on all employee time records in Executime prior to the 10:30 a.m. deadline each pay week. **Failure to review and sign off on an employee timecard may result in that employee not being properly paid.**

✓ Make sure you are logged off Executime when you are not using the system.

✓ Approvers **must not delegate** their sign-off authority.

✓ Employee timecards should be reviewed on a regular basis.

Timeline

Pay period close is the Monday after the pay period ends. Managers have until 10:30 a.m. on Monday to **complete** and **approve** transactions. No changes are to be entered directly into the Executime system after the deadline. Changes added after the deadline will not be reflected in the
paycheck, and any alterations to a timecard after the payroll deadline are considered a violation of policy.

Holidays and Processing

If a Holiday impacts the processing of a payroll, look for communications directly from the Payroll Office for deadlines. A Monday holiday may result in a 9:00 a.m. Tuesday deadline to allow the Town to meet banking deadlines. Refer to official communications for exact deadlines.

Training

All Managers are required to participate in one course of time and attendance training. Successful completion of training should be documented in the employee file.

All Employees should be trained in the correct timekeeping procedures. This currently comprises Executime desktop system (available for use on phones and tablets as well) including system functionality and recording clock codes. For Managers, this also includes correction procedures and transaction review/approval capabilities.