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Policy Statement

It is the policy for the Department of Developmental Services (DDS) to establish and maintain consistent secure procedures for the timely and accurate reporting and maintenance of all employee time and attendance records and payroll data through the use of standard documents and audit procedures.

1. Purpose

The purpose of this procedure is to establish standardized documents and outline consistent department processes to ensure the timely and accurate reporting, maintenance, and audit of all time and attendance data for all Department of Developmental Services (DDS) employees.

1. Applicability

This procedure applies to all employees of the Department of Developmental Services.

1. Definitions

None

1. Implementation
2. Self-Service Timekeeping for DDS Employees
   1. DDS employees, who use self-service timekeeping, are responsible for:

Recording their time and attendance in the CORE-CT Self-Service Payroll System electronic timesheet;

Recording their number of hours worked and their number of hours taken off in hours and any increments thereof (i.e., 0.17, 0.25, 1.33, 2.50, 3.75, etc.);

Using appropriate time reporting codes for all hours worked or taken off. The use of codes for time taken off must be supported by appropriate authorization and documentation (i.e., approved leave request, approved FMLA, submission of medical documentation, if required, etc.); and

Submitting their completed electronic time sheet in the CORE-CT Self-Service Payroll System on the last day of the pay period and, by submitting, attesting to the accuracy of the record.

Note: Failure by an employee to submit time sheets accurately and in a timely fashion, or ensuring proper authorization or supporting documentation for time taken off is on file, may result in a delay in receiving payment for all hours other than regularly scheduled hours worked for that time period. This failure also may result in the employee being subject to progressive discipline.

* 1. Supervisors of DDS employees, who use self-service timekeeping, are responsible for:

Authorizing an employee’s time worked, leave requests and work schedules that are appropriate to accomplish the department’s or unit’s objectives;

Verifying the accuracy of the data in the submitted electronic time sheet;

Ensuring proper authorization and supporting documentation for time taken off is on file;

Verifying that an employee has submitted a timesheet and, if accurate, approving the electronic timesheet in the CORE-CT Self Service Payroll System on the Friday immediately following the end of the two week pay period. By approval, the supervisor is attesting to the accuracy of the record;

Notifying, if necessary, the employee of any changes required to make the time sheet an actual reflection of hours worked and time taken off and having the employee re-enter the corrected data in the CORE-CT Self Service Payroll System. Any changes made to the time sheet by the employee will need to be approved by the supervisor the following day; and

If an employee is on leave and has not submitted a time sheet for approval, the supervisor may enter the data on the electronic time sheet, approve, and submit.

Note: Failure by a supervisor to verify and approve an employee’s time sheet in a timely fashion or ensuring proper authorization and supporting documentation for time taken off is on file, may result in a delay in the employee receiving payment for all hours other than regularly scheduled hours worked for that time period. This failure also may result in the supervisor being subject to progressive discipline.

1. Non-Self Service Timekeeping
   1. DDS employees, who use non-self-service timekeeping, are responsible for:

Recording their time and attendance on the CORE-CT system generated paper timesheet;

Recording their shift and times worked each day, showing all hours worked;

Recording the number of hours worked and the number of hours taken off in hours and any increments thereof (i.e., 0.17, 0.25, 1.33, 2.50, 3.75, etc.);

Ensuring all overtime hours are documented on the timesheet on a separate line below the employee’s regular hours and the time-off hours;

Using appropriate time reporting codes for all hours worked or taken off. The use of codes for time taken off must be supported by appropriate authorization and documentation, (i.e. approved leave request, approved FMLA, submission of medical documentation, if required, etc.); and

Completing and signing their time sheets and, by signing, attesting to the accuracy of the records, and submitting these time sheets to their supervisor each week on Thursday.

Note: Failure by an employee to submit time sheets accurately and in a timely fashion, or ensuring proper authorization or supporting documentation for time taken off is on file, may result in a delay in receiving payment for all hours other than regularly scheduled hours worked for that time period. This failure also may result in the employee being subject to progressive discipline.

* 1. Supervisors of DDS employees, who use non-self-service timekeeping, are responsible for:

Authorizing an employee’s time worked, leave requests and work schedules that are appropriate to accomplish the department’s or unit’s objectives;

Verifying the accuracy of the data on the submitted paper time sheet;

Ensuring proper authorization or supporting documentation for time taken off is on file;

Signing and thereby attesting to the accuracy of the record and submitting the employee’s paper time sheet to the DDS payroll unit each week on Friday;

Notifying, if necessary, the employee of any changes required to make the time sheet an actual reflection of hours worked and time taken off and then having the employee sign the corrected timesheet, prior to the supervisor signing and submitting the employee’s corrected time sheet; and

If an employee is on leave and has not submitted a time sheet for approval, the supervisor may complete or correct the employee’s time sheet accordingly and note “not available for signature” on the employee signature line.

Note: Failure by a supervisor to verify and sign an employee’s paper time sheet in a timely fashion or ensuring proper authorization and supporting documentation for time taken off is on file, may result in a delay in the employee receiving payment for all hours other than regularly scheduled hours worked for that time period. This failure also may result in the supervisor being subject to progressive discipline.

1. Public Residential Time and Attendance Documentation and Process

**Weekly Worksite Schedule**

1. A master schedule shall be created the Developmental Services Residential Program Supervisor or his or her designee and maintained in Excel format for each week of the biweekly payroll period for each worksite. Each region shall determine the location for the centralized retention of the master schedules.
2. The Supervising Developmental Services Worker (SDSW) or his or her designee is responsible for the completion of a weekly worksite schedule that is an accurate reflection of all time scheduled to be worked and time off used by each employee including out-of-house employees.
3. The weekly worksite schedule shall include the first initial and last name of any employee scheduled to work overtime.
4. The original weekly worksite schedule shall be maintained by the SDSW at the worksite in accordance with the state’s records retention policies.
5. Daily Staff Sign-In sheets and Daily Overtime Sign-In sheets
6. A Daily Staff Sign-In sheet and Daily Overtime Sign-In sheet shall be completed for each day of the 14 day biweekly payroll period. Employees who are regularly assigned to the worksite shall be listed on the Daily Staff Sign-In sheet.
7. Immediately upon arrival at the worksite, all employees assigned to the worksite shall place their initials next to their name and record their “Time In”. At the end of their shift, each employee shall record on the Daily Staff Sign-In sheet their “Time Out” and their total number of hours worked.
8. If an employee is absent for all or part of their regular shift or on a regularly scheduled day off (RDO), the employee who is the Shift Charge or his or her designee shall note the absence on the Daily Staff Sign-In sheet indicating the reason and number of hours the employee was absent.
9. The Shift Charge or his or her designee is required to ensure each employee signs in immediately upon arriving at work.
10. All overtime worked by an employee who is regularly assigned to the worksite shall be recorded in the “Overtime by In-House staff” section on the Daily Overtime Sign-In sheet.
11. All overtime worked by an employee who is not regularly assigned to the worksite shall be recorded in the “Overtime by Out-of-House staff” section on the Daily Overtime Sign-In sheet.
12. Immediately upon arriving at the worksite, any employee scheduled to work overtime shall print their names, write their initials next to their name and record their “Time In” in the appropriate section of the Daily Overtime Sign-In sheet. At the end of their shift, the employee shall record their “Time Out”; their total number of hours worked; and whether any overtime was voluntary (VOT) or mandatory (MOT); on the Daily Overtime Sign-In sheet. Out-of-House staff also shall record their regularly assigned worksite on the Daily Overtime Sign-In sheet.
13. An employee’s overtime “Time In” and “Time Out” are required to be verified by the Shift Charge or his or her designee on the Daily Overtime Sign-In sheet by printing their name and writing their initials next to their name. If the Shift Charge or his or her designee is not on duty, then the staff person being relieved by the employee shall provide verification of the employee’s “Time In” and the staff person relieving the employee shall provide verification of the employee’s “Time Out”. Any employee who verifies another employee’s overtime must be on duty for that employee’s “Time In” or “Time Out” for which they are providing verification. If no other staff person is on duty to verify the employee’s overtime, the employee shall make a clear notation in the verification initial column that no staff were available to verify the overtime (e.g., No Stf Av).
14. The Shift Charge or his or her designee shall review all entries on the Daily Staff Sign-In sheet and Daily Overtime Sign-In sheet and initial each entry. The Shift Charge shall sign and date the Daily Staff Sign-In sheet verifying that all entries on the Daily Staff Sign-In sheet and the Daily Overtime Sign-In sheet are complete and accurate.
15. Failure to comply with employee sign-in and sign-out procedures as outlined may result in an employee not being paid properly. This failure also may result in the employee or the supervisor being subject to progressive discipline.
    * 1. **DDS Employee Out-of-House Overtime Report**
16. An employee who works overtime at a worksite other than their regularly assigned worksite shall complete a DDS Employee Out-of-House Overtime Report for all overtime worked out-of-house during the payroll period.
17. All of an employee’s overtime worked out-of-house is required to be documented by the employee on a DDS Employee Out-of-House Overtime Report and must include the printed name and verifying initials of the Shift Charge or his or her designee who was on duty and verified the employee’s “Time In” and “Time Out”.
18. The DDS Employee Out-of-House Overtime Report must be signed and dated by the employee at the end of each week of the biweekly payroll period and submitted to the employee’s supervisor along with the employee’s completed timesheet for that week.
19. The Shift Charge or his or her designee where the overtime has been worked by the out-of-house employee is responsible for providing verification of the overtime hours worked to the out-of-house employee’s regularly assigned worksite supervisor.
20. An employee of Southbury Training School who works overtime in a unit on campus is exempt from completing a DDS Employee Out-of-House Overtime Report. If a Southbury Training School employee works overtime at a DDS worksite other than the training school then the employee is required to complete a DDS Employee Out-of-House Overtime Report.
21. **Public Residential Supervisors Responsibilities for Weekly Time and Attendance Process**

The Supervising Developmental Services Worker (SDSW) or his or her designee shall review the following documents: (1) weekly worksite schedules, (2) Daily Staff Sign-In sheets, (3) Daily Overtime Sign-In sheets, (4) employee timesheets, and (5) employees’ DDS Employee Out-of-House Overtime Reports.

1. **Daily Staff Sign-In sheets and Daily Overtime Sign-In sheets**
2. The SDSW or his or her designee shall check that all employees listed on the weekly worksite schedules have recorded their “Time In” and “Time Out” on the Daily Staff Sign-In sheets and that the Shift Charge or his or her designee has appropriately verified and signed the Daily Staff Sign-In sheets.
3. The SDSW or his or her designee shall check that all employees who worked overtime have recorded their “Time In” and “Time Out” on the Daily Overtime Sign-In sheets. The SDSW or his or her designee also shall check that the Shift Charge or his or her designee has verified and signed the employees’ overtime “Time In” and “Time Out” entries and that the Shift Charge or the designee was on duty when the “Time In” and “Time Out” entries were verified by them.
4. The SDSW or his or her designee shall check the weekly worksite schedule and verify that any employee that was absent has been documented in the Staff Absent section of the Daily Staff Sign-In sheet.
5. The original Daily Staff Sign-In sheet, original Daily Overtime Sign-In sheet, and the employees’ timesheets shall be submitted by the Residential Program Supervisor or his or her designee to the DDS payroll unit each week on the Friday immediately following the end of the pay week.
6. **DDS Employee Out-of-House Overtime Report** 
   * 1. The SDSW or his or her designee shall review each employee’s DDS Employee Out-of-House Overtime Report each week to check that all information is complete, verified and has been included on the employee’s timesheet.
     2. The original of each employee’s DDS Employee Out-of-House Overtime Report is required to be submitted by the Residential Program Supervisor or his or her designee to the DDS payroll unit along with the employee’s completed timesheet.
7. **Employee Timesheets**

The SDSW or his or her designee shall verify that an employee’s “Time In” and “Time Out” entries are documented for all hours worked.

The SDSW or his or her designee shall review an employee’s timesheet to verify that any overtime hours are separated from the employee’s regular hours and time off.

The SDSW or his or her designee shall review the weekly worksite schedule to verify that any employee who was absent from work has reported the time off on his or her timesheet.

The SDSW or his or her designee shall verify that any employee who has worked overtime out-of-house has completed a DDS Employee Out-of-House Overtime Report; that the employee’s reported overtime has been verified; and that out-of-house overtime has been reflected accurately on the employee’s timesheet.

The SDSW or his or her designee shall verify that any regular hours reported as not worked by an employee have received appropriate authorization by reviewing the employee’s approved time-off request, approved request for unpaid leave less than five (5) days, FMLA Coding Sheet, Workers’ Compensation Coding Sheet, etc.

The SDSW or his or her designee shall verify that an employee has sufficient time accrued to cover any hours reported as not worked.

The SDSW or his or her designee shall verify that the employee has signed his or her timesheet.

The SDSW or his or her designee shall sign an employee’s timesheet once all entries are verified as complete and accurate.

An employee’s original timesheet shall be submitted by the Residential Program Supervisor or his or her designee to the DDS payroll unit each week on the Friday immediately following the end of the pay week.

Any corrections that need to be made to an employee’s timesheet after it has been submitted to the DDS payroll unit shall be documented clearly on a copy of the original timesheet with the word “REVISED” written on the top of the timesheet. The revised timesheet is required to be signed by the employee and his or her supervisor and submitted to the payroll unit by the Residential Program Supervisor or his or her designee within 24 hours of the request for such revision being received.

1. **DDS Payroll Unit Responsibilities**
   1. **Biweekly Timesheet Review**
2. DDS payroll unit staff shall verify that each employee’s timesheet has been submitted and approved.
3. Payroll unit staff shall ensure that each employee’s time reporting codes and earnings are in compliance with bargaining unit contract provisions and state regulations.
4. Payroll unit staff shall verify that each employee’s time and attendance is posted correctly.
5. Payroll unit staff shall verify that each employee’s time off that has been submitted is supported by appropriate documentation and authorization, if necessary.
6. Payroll unit staff shall verify that all timesheets are signed and dated by both the employee and the employee’s supervisor.
7. Payroll unit staff shall notify an employee’s supervisor of any timesheet corrections needed, in order for the payroll unit to complete the biweekly payroll processing.
8. Any employee who has an unauthorized unpaid leave shall be reported by payroll unit staff to the Human Resources Manager or his or her designee for follow up.
9. **Annual Audit of Biweekly Data Entry**
10. Annually, the Payroll Officer shall select one time card group of each Payroll Clerk for a data entry audit of a biweekly pay period.
11. The original timesheet for each employee in the selected time card group shall be reviewed and compared to the data entered in Timesheet in Core-CT by a Payroll Clerk.
12. The Payroll Officer shall verify that all entries for the selected time card group in Timesheet are accurate, including time reporting codes, override reason codes, shifts, use of accruals, etc.
13. **Annual Audit of Payroll Biweekly Time and Attendance Documents**
14. Each residential worksite shall be audited by payroll unit staff not less than once per fiscal year.
15. Payroll unit staff shall review the following documents: Daily Staff Sign-In sheets, Daily Overtime Sign-In sheets, employee timesheets and employees’ DDS Employee Out-of-House Overtime Reports.
16. Upon completion of a residential worksite audit, each Payroll Officer or Payroll Clerk shall summarize the audit findings in a conclusion section of the audit.
17. Any audit findings that require follow up confirmation or documentation shall be reported in the Follow-Up section of the audit.
18. The completed Payroll Biweekly Time and Attendance Audit of a residential worksite shall be sent to the Residential Manager or Unit Director and the Residential Program Supervisor for the selected worksite.
19. Payroll unit staff shall maintain all audit responses with the original audit worksheet and the copies of the time and attendance documents audited.
20. **Payroll Unit Staff Assignment Rotation**

Time card groups assigned to payroll unit staff shall be rotated on a schedule to be determined by a DDS Administrator or his or her designee.

1. **Public Residential Supervisors Time and Attendance Audit Responsibilities**
   * 1. Upon receipt of a Biweekly Payroll Time and Attendance Audit, the Residential Program Supervisor or his or her designee shall review the findings and provide any additional documentation requested within two weeks of the receipt of the audit.
     2. The Residential Manager or Unit Director shall provide payroll unit staff with a written explanation as to why any unsatisfactory audit findings occurred and what corrective action has been taken to prevent findings of a similar nature in the future.
     3. Failure by the Residential Manager to provide a response to any unsatisfactory audit findings or repeated unsatisfactory findings of a similar nature may result in the Residential Manager being subject to progressive discipline.
2. References

**DDS Policies and Procedures**

II.D.PR.018 [Unpaid Leave Five (5) Days or Less](https://www.ct.gov/ddssi/lib/ddssi/dds_admin_manual/iidpr018_dds_leave_without_pay_for_5_days_or_less.docx)

1. Attachments:

II.D.PR.022 Attachment A [Daily Staff Sign-In sheet](http://www.ct.gov/ddssi/lib/ddssi/dds_admin_manual/iidpr022_attachment_a_daily_staff_sign_in_sheet__9-19.docx)

II.D.PR.022 Attachment B [Daily Overtime Sign-In sheet](http://www.ct.gov/ddssi/lib/ddssi/dds_admin_manual/iidpr022_attachment_b_daily_overtime_sign-in_sheet_10-19.docx)

II.D.PR.022 Attachment C [DDS Employee Out-of-House Overtime Report](http://www.ct.gov/ddssi/lib/ddssi/dds_admin_manual/iidpr022_attachment_c_dds_employee_out-of-house_overtime_report_10-19.docx)

II.D.PR.022 Attachment D [DDS Overtime Reason Codes with Descriptions](http://www.ct.gov/ddssi/lib/ddssi/dds_admin_manual/iidpr022_attachment_d_dds_overtime_reason_codes_9-19.docx)

II.D.PR.022 Attachment E [Payroll Biweekly Time and Attendance Audit Worksheet](http://www.ct.gov/ddssi/lib/ddssi/dds_admin_manual/iidpr022_attachment_e_payroll_biweekly_time_and_attendance_audit_worksheet_9-19.docx)