

Commissioner's Policy Statement and Implementing Procedures

SUBJECT/POLICY NAME:	DMHAS Time Keeping Policy
POLICY CHAPTER	Human Resources / Employee Services
APPROVED BY:	COMMISSIONER'S POLICY GROUP
EFFECTIVE DATE:	6/10/26
LAST REVISED DATE :	6/10/26
APPLIES TO:	All DMHAS Staff
POLICY OWNER	Human Resources / Payroll Department

STATEMENT OF PURPOSE: To establish standardized procedures for the use of the UKG Workforce Management System for timekeeping, attendance, scheduling, and reporting functions across DMHAS. This will ensure that all time worked or earned is properly authorized and compensated; that there is a mechanism for accounting for all leave time taken; and that timecard corrections are completed accurately in a timely fashion to avoid delays in payment.

SCOPE: This policy applies to all DMHAS locations and staff to manage employee time and attendance, leave balances, and scheduling.

POLICY: DMHAS is committed to maintaining accurate and transparent timekeeping and scheduling practices through UKG, which serves as the official record of employee work hours and schedules. All

time worked or taken must be properly recorded, authorized, and compensated in accordance with state law and union agreements.

Responsibilities

All DMHAS employees are responsible for accurate timekeeping, scheduling, and compliance with this policy.

Timekeeping Procedures

All employees must record time worked in UKG using designated devices determined by the employee's position. Employees are only permitted to record their own time worked and may not enter time for any other employee.

Employees are not to clock out for lunch. Lunch breaks are not permitted at the beginning or end of a shift unless required by extenuating circumstances and approved by a manager or designee. Paid and unpaid breaks must comply with union agreements and DMHAS policy.

Pursuant to statewide telework policies and procedures, employees who are teleworking are required to indicate telework in UKG whenever the employee is teleworking, including full or half telework days. The employee is required to clock in and out accordingly. It is the supervisors' responsibility to ensure UKG accurately reflects in-office versus telework time.

EMPLOYEE RESPONSIBILITIES:

Record time worked as required per assigned work assignment.

Communicate timecard discrepancies to appropriate supervisor in a timely manner.

Approve timesheet in UKG at the end of the pay period.

SUPERVISOR RESPONSIBILITIES:

Authorize time worked, leave requests, and work schedules that are appropriate to accomplish departmental/unit objectives.

Address and correct all exceptions of assigned employee's timecards.

Review and approve electronic time sheet in UKG on the first day of the following pay period (1st Friday in new pay period), attesting to the accuracy of the record.

Scheduling Procedures

All schedules are maintained in UKG. Changes require supervisor approval.

All hours worked outside of standard schedule must be authorized and approved in advance by the employee's supervisor.

Leave Requests

All leave requests must be submitted through UKG.

All employees should submit their leave requests as far in advance as possible. Requests for leave should be honored unless doing so would be detrimental to the operation of the department/unit.

For unforeseen leaves such as sick time, the employee shall contact his/her supervisor or designee consistent with the current DMHAS Attendance Policy and DMHAS General Work Rules. Unforeseen leave must be reported promptly and submitted via UKG upon return.

All approved leave request records will be maintained in UKG and be readily available for auditing when requested by the DMHAS Audit Unit or the State Auditors of Public Accounts.

Holidays

Bargaining unit employees working on holidays will be compensated by the contract provisions. Non-union employees require prior approval and will earn overtime or comp time if eligible.

Training and Education

All DMHAS employees will receive comprehensive training on the use of the UKG Workforce Management System to ensure accurate timekeeping, scheduling, and compliance with agency policies. Training will be tailored to the employees' role ("persona") within the organization, recognizing that responsibilities and system access vary by position.