

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA057

NAME: PAYROLL TIMEKEEPING POLICY

INITIAL APPROVAL DATE:	03/29/1999	BY: Audit Committee
(LAST) REVISION DATE:	07/30/2024	BY: CFO
(LAST) REVIEW DATE:	08/15/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. PURPOSE

Sanilac County Community Mental Health Authority will document all work performed by means of electronic timesheets and time off requests.

II. APPLICATION

Populations: **All**

Programs: **Direct - All**
Contracted - All

III. POLICY

Payment for wages and salaries will be made in accordance with records of work performed.

IV. DEFINITIONS

V. STANDARDS

A. Timesheets – Employee Responsibilities

1. Electronic timesheets will be entered and maintained by each employee in the HR/Payroll System, it is the employee's responsibility to ensure timesheets are completed on time and accurately.
2. All time entered on the timesheet shall be actual time worked by the employee. Actual time must be allocated to the program/location worked in each day by the employee when entered on the timesheet.
3. If the employee is sick when the timesheet is due, it is that employee's responsibility to inform their supervisor that an electronic timesheet will have to be filled out for them.
4. If an employee is on vacation when the timesheet is due, their timesheet will need to be completed prior to vacation.
5. If the employee is sick on the Friday after timesheets are submitted, it is their responsibility to inform the Supervisor that the electronic timesheet needs to be corrected.
6. Timesheets will need to be finalized every other week on Friday no later than 5:00 p.m. On occasion, supervisors/payroll may require timesheets to be completed prior. When this occurs, the earlier of the two timelines must be adhered to.
7. Timesheets will be processed/approved "as is" after 5pm on Friday, unless otherwise noted by payroll/supervision.

B. Timesheets– Supervisor Responsibilities

8. Supervisors will make sure that all employee electronic timesheets are submitted, correct, and approved. Once approved, timesheets are certified as accurate by the supervisor.
9. Supervisors are not to add work hours to a timesheet unless requested by the staff person in writing.
10. If the Supervisor is not in on the day electronic timesheets are to be approved and submitted, it is that Supervisor's responsibility to make arrangements with another Supervisor/Officer to approve and submit them in the HR/Payroll system.
11. Substitute and Temporaries
 - a. Substitutes or temporaries who worked for different programs throughout the pay period will indicate which program the employee worked at on each day.
 - b. Substitute and temporary timesheets will be turned in by noon on the Friday of the pay period ending week.

VI. PAYROLL REPORT PREPARATION

A. A confidential employee of the Finance Department will:

1. Review timesheets for approvals and change status to "Payroll" once Supervisor approval has been verified
2. Create an export file from UltiPro Time Management (UTM)
3. Import time file into payroll within the UltiPro Core system (Core)
4. Process Payroll
5. Prepare voucher to be given to CFO in order to transfer funds to the payroll bank account
6. Once approved by CFO "Finish Payroll" routine can be run in 'Core'
7. All payroll and related reports will be available electronically through the HR/Payroll System
8. Sanilac County Community Mental Health Authority will maintain payroll files which will include the following:
 - a) Time sheets reports
 - b) Time off requests
 - c) Monthly benefit hours reports
 - d) Step increase notification
 - e) W-2's for all employees
 - f) Position changes
 - g) Payroll deductions

B. Time Off Requests

1. Time-off requests will be electronically documented in the HR/Payroll system and be approved by the appropriate supervisor. Same day request will follow the Use of Time off Accrual's policy- BA146.
2. PTO time must be taken in increments of ½-hour or more, except at year end when accrued time would be lost.

VII. ACCURACY OF INFORMATION

- A.** Electronic timesheets should always reflect what is truly occurring on any given day. It is important that we have an accurate record of the work hours for every staff member for every day. For example, it is not appropriate to put hours on a flex schedule in the wrong day to maintain 7.5-hour period if it did not occur in this fashion.

- B. Employees who discover a mistake in their pay should notify payroll immediately. In a case of an administrative mistake, the error will be remedied promptly. In the event an employee fails to complete their timesheet following the parameters outlined in this policy, they will be subject to job coaching/disciplinary action and adjustments/payments will be made during the next pay period. Off-cycle payrolls will not occur due to negligence of completion of a timesheet. Exceptions to this rule may be requested to the HRM and will require CEO approval.

- C. The distribution of salary and wages charged shall be based on actual employee activity as reflected in personnel activity reports (timesheets), prepared after-the-fact, that include the total activity for which employees were compensated

VIII. ATTACHMENTS

IX. REFERENCES

BA146 Use of Time Off Accruals