



CITY OF HOUSTON

Administrative Procedure

Subject: **Electronic Timekeeping Policy**

A.P. No:

2-4 Revised

Effective Date:

February 22, 2012

1. AUTHORITY

1.1 Article VI, Section 7a, of the City Charter of the City of Houston.

2. PURPOSE

2.1 To provide guidance to City employees and supervisors regarding use of the electronic time clock system ("KRONOS").

3. OBJECTIVE

3.1 To provide employees with procedures on the use of KRONOS.

3.2 To provide managers and supervisors with the procedures to ensure that employees' time is accurately reported for payment purposes, and to establish responsibility for time reporting.

3.3 To provide consequences for violating time-reporting rules.

4. SCOPE

4.1 This policy will be followed by all City Municipal employees, including those in the Houston Fire Department (HFD) and Houston Police Department (HPD).

5. DEFINITIONS

Buddy Punching – When someone modifies his own, or has another person modify his or another person's time card, whether electronic or manual; such action may include punching into the time system for an employee who is not at work at that time. The only person who may punch in for the employee is the individual employee. Using someone else's card or punching in for someone else is considered, at a minimum, to be theft of City time and falsification of a government record.

Exempt Employees – All executive, professional, administrative and seasonal recreation employees of the City of Houston who are exempted from the overtime compensation requirements of the Fair Labor Standards Act and who have been designated as such by the Human Resources Director and the Civil Service Commission.

Holiday – A date that City Council has declared as a City holiday. For timekeeping purposes, a holiday will be recognized for the shift that begins on the date of the holiday.

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Non-exempt Employee – All employees who are not exempt (see “exempt employee” above) and are so designated by job classification.

Overtime – Any hours worked during a work week in excess of 40 hours actually worked, on paid leave, or observing an official City Holiday.

Positive Pay – Pay an employee receives as having actually worked, as evidenced by the time clocked with the system.

Riding the Clock – Term used for an employee who has clocked in but who is not working and/or is spending time on personal or other non-working matters.

Shifts – Shifts are defined in Sec. 14-74 of the Code of Ordinances, as follows:

- Day shift – Any regularly scheduled work shift which begins between the hours of 5:00 a.m. and 12:00 noon;
- Second shift – Any regularly scheduled work shift which begins between the hours of 12:00 noon and 6:00 p.m.; and
- Third shift – Any regularly scheduled work shift which begins between the hours of 6:00 p.m. and 5:00 a.m.

Workweek – The workweek begins on Saturday with the day shift.

6. RESPONSIBILITIES

6.1 ARA Payroll Services (“Payroll”) Responsibilities:

- 6.1.1 Payroll will close the pay period according to a preset schedule to ensure that time adjustments and leave taken are properly recorded;
- 6.1.2 Payroll will rely on department supervisors and timekeepers to resolve all missed punches or shifts, leave taken, holidays, etc. and to approve each employee’s time card within scheduled deadlines;
- 6.1.3 Payroll will run reports prior to the close of each pay period and review for any missed punches or paid leave. Payroll will notify supervisors to approve timecards. If supervisors do not comply in a timely manner, payroll will be run with available information; and
- 6.1.4 Payroll will seek to identify and review all irregularities and/or patterns with the supervisor and/or timekeeper. Problems that are not resolved will be reported and investigated, as appropriate.

6.2 Timekeeper/Supervisor Responsibilities:

- 6.2.1 All regular and extra duty hours worked for the pay period (including personal leave, compensatory time, holidays, etc.) must be documented in KRONOS. Adjustments to hours and leave must be posted weekly by supervisors/timekeepers to avoid errors and omissions that may occur if these adjustments are posted toward the end of the payroll period. All adjustments must be made within established Payroll deadlines;
- 6.2.2 Only full-time supervisors or elected officials are authorized to approve time cards;

6.2.3 Supervisors must approve each employee's time card in KRONOS prior to the pay period deadline. This approval indicates that the supervisor has reviewed each employee's time and certifies its accuracy; and

6.2.4 All overtime hours must be shown in KRONOS as "reviewed" to indicate approval. Before authorizing overtime, supervisors are responsible for verifying that funds are budgeted and available.

6.3 Employees Responsibilities:

6.3.1 Non-exempt employees are required to clock in and out at the beginning and end of their shift and lunch break. Exempt employees are not required to clock in and out, unless otherwise directed by their department's policy;

6.3.2 All employees must make leave requests through KRONOS;

6.3.3 Classified HPD and HFD employees must comply with department-specific policies and procedures; and

6.3.4 All employees are responsible for reviewing their work schedules.

7. PROCEDURES

7.1 CLOCKING IN AND OUT

7.1.1 Location

7.1.1.1 At the department director's discretion, employees with an Internet enabled workstation will use KRONOS on their computer.

7.1.1.2 All other non-exempt employees will use available time clocks.

7.1.1.3 With approval, and under certain conditions (such as training at an off-site location, extracurricular events, etc.), employees may (1) report time worked to their supervisor or timekeeper; (2) use on-site time clocks; or (3) make use of a telephone time entry system if available.

7.2 CLOCK ROUNDING

7.2.1 As a default, clock in and out times are rounded as follows:

7.2.1.1 Clock in/out – Both in and out punches will be rounded to the nearest 15 minutes;

7.2.1.2 Meal punches – meal breaks will be rounded to the nearest 15 minutes (the system rounds the time period, not the punch);

7.2.1.3 Some departments may have minor variations of the above rounding policies as documented by an internal department specific policy;

7.2.1.4 Employees are expected to work their scheduled amount of hours. If an employee does not work the full schedule, and is not covered by paid leave (vacation, personal leave, etc.) then the employee will be paid only for the hours actually recorded.

7.3 WORK TIME – Once an employee has clocked in, he/she is responsible for starting work. Attending to personal matters or not working while clocked in is considered not working or "riding the clock" and is grounds for disciplinary action.

- 7.4 **COMPENSATORY TIME** – If an employee is granted compensatory time in lieu of overtime, that time must generally be used within 120 days or overtime will be paid.
- 7.5 **TIME COLLECTION PROBLEMS** – If an employee is unable to punch in or out because of a time clock malfunction, network problem, or accidental oversight, it is the employee’s responsibility to inform the appropriate supervisor or timekeeper. In this situation, the supervisor will manually clock the employee in or out. All such corrections or modifications must be “stamped” with the employee number of the supervisor or timekeeper. Failure to notify a supervisor or someone in authority is not a valid excuse for not clocking in if a malfunction is alleged by the employee. In the case of a malfunction in the absence of a supervisor and timekeeper, the employee is required to call the Payroll Service Help Desk located on the time clock to report the malfunction.
- 7.6 **LEAVE AUTHORIZATION REQUESTS** – All future leave requests, such as vacation, personal, accrued holiday, etc, must be entered in KRONOS using the Electronic Leave Authorization Request form. Leave requests will be routed to the appropriate supervisor or timekeeper for approval or denial. When the request has been granted or denied, an automated email will be sent to the employee. Approved leave will automatically be placed on the employee’s schedule. Sick or emergency leave must be entered directly into KRONOS by the employee, supervisor, or timekeeper.
- 7.7 **UNREPORTED HOURS** – Intentional or careless working off the clock is prohibited. Employees are required to clock in before performing any work. Employees are not permitted to clock out before actually stopping work. Forgetting to clock in or out is not a legitimate reason for working off the clock. Employees who underreport or fail to report hours worked are subject to disciplinary action. Supervisors (at any level) that allow such action will also be subject to disciplinary action.
- 7.8 **OVERTIME** – Any overtime work must be approved by an employee’s supervisor before overtime hours are performed and must be carefully monitored by a supervisor. All overtime must be shown as reviewed by the supervisor in KRONOS to indicate approval. Before authorizing overtime and noting as “reviewed”, the supervisor is responsible for verifying that funds are budgeted and available. Overtime will be calculated based on the actual hours recorded and credited to the employee in a workweek as measured by KRONOS.
- 7.9 **SUPPORTING DOCUMENTS** – Documents supporting Jury Duty, FMLA, Medical Leave, etc. should be given to the direct supervisor and filed appropriately. During an audit, these documents will be reviewed to reconcile with the Kronos time card data.
- 7.10 **TIMESHEET REVIEW** – All employees shall be given the opportunity to review their electronic timesheets before the payroll due date via KRONOS. In addition, KRONOS will provide supervisors and management various reports, including those that show irregularities, problems, or abuses of the system.
- 7.11 **DELEGATION OF AUTHORITY**
- 7.11.1 Supervisors/managers may delegate their authority in KRONOS to any other supervisor/manager (assigned a manager license) within their own department during times of absence (i.e., vacation, sick, FMLA, etc.). The delegation feature within KRONOS logs the ID in the audit records of both the supervisor of record and the delegate on each transaction during this period.

- 7.11.2 Delegation is intended for temporary purposes only and can only be for a maximum period of 30 days, except in cases of approved extended leave.
- 7.11.3 Supervisors/managers may not allow another employee to log in under their own KRONOS ID. (See 7.13 ENFORCEMENT)

7.12 DISPUTES OVER TIME CLOCKED IN OR OUT

- 7.12.1 To validate the times clocked in and out, time clocks may be within view of security cameras. If a dispute over a clock in/out time arises (by employee, supervisor, or other person), the security video footage may be used to resolve the situation.
- 7.12.2 Employees have until 4 p.m. on the fifth calendar day from the date payroll posts to file a dispute.
- 7.12.3 The dispute will be properly documented by the supervisor, signed by both parties, and submitted for filing in the employee’s department personnel file. If the employee refuses to sign the documentation, the supervisor should note this accordingly in the paperwork.
- 7.12.4 If the dispute cannot be resolved by the use of a security camera, other evidence will be considered, such as, security entrance records, COH Network login records, the IP address of each clock transaction, witnesses, computer work, employee badge swipes, etc.

7.13 ENFORCEMENT

- 7.13.1 Falsification, tampering, unauthorized viewing, and other attempts to lie, cheat or steal via KRONOS is strictly prohibited.
- 7.13.2 Disciplinary action, up to and including criminal charges, will result for engaging in any of the following conduct:
 - 7.13.2.1 Any attempt to tamper with timekeeping hardware or software;
 - 7.13.2.2 Punching in for an absent or late employee (a.k.a. “buddy punching”);
 - 7.13.2.3 Interfering with other employees’ use of the KRONOS system;
 - 7.13.2.4 Unauthorized viewing of another employee’s time in KRONOS; and
 - 7.13.2.5 Any and all other attempts to defraud, steal time, or otherwise lie, cheat for oneself or any other person or employee, regardless of whether that person is identified.
- 7.13.3 There is no time limitation on disciplinary action for these infractions.
- 7.13.4 The appropriate department director shall review the specific details of timekeeping violations and impose appropriate actions. In addition, any employee who becomes aware of any of the above by another employee is required to report this to their supervisor or manager, the Human Resources Department, or Office of Inspector General.

8. ATTACHMENTS

- 8.1 Attachment A - Non-Exempt Employee Time and Attendance Policy Receipt

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Attachment A
Non-Exempt Employee Time and Attendance
Policy Receipt

ATTACHMENT A

Non-Exempt Employee Time and Attendance Policy Receipt

Name of Employee: _____

Department: _____

Employee ID Number _____ Phone Extension (if available) _____

I hereby acknowledge that I received a copy of the ***Electronic Timekeeping Policy for Non-Exempt Employees*** (herein referred to as Time and Attendance Policy). I have read the Time and Attendance Policy and agree to abide by the standards, policies, and guidelines defined or referenced within the document.

The information in this Time and Attendance Policy is subject to change. I understand that changes in the City policies may supersede, modify, or eliminate the information summarized in this Time and Attendance Policy. As the City provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform my supervisor or department head of any time disputes and/or edits to my electronic timesheet.

I accept responsibility for contacting my supervisor or ARA Payroll Services if I have any questions, concerns, or need further information.

Signature of Employee

Date