Timekeeper Rules and Procedures

PRESENTED BY:
HUMAN RESOURCES,
STUDENT EMPLOYMENT,
PAYROLL, AND INTERNAL AUDIT
Training Objectives

- Employee, Supervisor and Timekeeper Responsibilities
- Types of Leave and Absences
- Student Employment
- Payroll Procedures
- Internal Controls
- Contact information and Other Resources
Human Resources

KARLA SHUGART
LISA CONN

Bouillon Hall Rm 140
400 E. University Way
Ellensburg, WA 98926-7425
Phone: (509) 963-1202
Email: humanres@cwu.edu
Employees’ Responsibilities
Overtime Eligible Employees

- In accordance with the Fair Labor Standards Act (FLSA), employees in overtime eligible positions are required to document all hours worked.
  - Civil service complete the Positive Time Report (PTR)
  - Temporary and student employees complete a time sheet
Employees’ Responsibilities
Civil Service and Exempt

- Know their leave balances
- Understand applicable rules
- Complete the appropriate forms accurately and timely to request an absence or to report hours worked
  - Positive Time Report
  - Absence and Exception time Report
- Ask questions to clarify leave issues
- Monitor cyclic LWOP and VLI balances and understand use of both
Supervisor Responsibilities

- Understand applicable rules
- Act upon all leave requests
- Be familiar with employee’s leave balance and adjust leave requests
- Ensure all forms are accurate and properly completed
- Compare leave submitted to Positive Time Report, if applicable
- Resolve errors and/or inconsistencies
- Sign all forms and submit to the timekeeper
- Monitor cyclic LWOP use by employees
Timekeeper Responsibilities

- Confirm proper forms are received
  - PTR and Absence forms for CS overtime eligible
  - Exception Time Reports for CS OT exempt and Exempt
  - Timesheets for temps and Students
- Review for errors; resolve with employee’s supervisor
- Complete data entry for Rapid Time Entry
- Submit all Positive Time Reports to Payroll; retain Absence Forms and Exception Time
- Be aware of cyclic/VLI employees and their balances
Timekeeper Responsibilities

The timekeeper also needs to be knowledgeable of University policy and procedures, union contracts and federal and state rules:

- Type of Employee (Classified, Represented/Non-Represented, Exempt, Temp/Hourly, Student Employee)
- Status (Full Time, Part-time, Cyclic)
- Collective Bargaining Agreements
- Overtime Eligibility
# Types of Leave and/or Absences

<table>
<thead>
<tr>
<th>Types of Leave and/or Absences</th>
</tr>
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| Annual Leave | Holidays  
| Sick Leave | Personal Holiday  
| Family Medical Leave Act (FMLA) | Personal Day (PSE and WFSE only)  
| Bereavement | Meal Periods  
| Shared Leave | Rest Breaks  
| Jury Duty | Travel Time  
| Leave Without Pay | Compensatory Time: accrual and use (Applies to CS Overtime Eligible only)  
| Military Leave | Non-Accrued Leave Plan (specific Exempt employees only)  
| Cyclic Leave | Voluntary Leave Incentive (VLI)  

Leaves are applicable to classified and exempt staff only

Meal Periods and Rest Breaks apply to all employees
Civil Service
- Accruals may be dependent upon whether years of employment is “total” or “continuous” based on employee’s union status.
  - May not use until six months of service.
- Part time employees accrue on pro-rata basis.

Exempt
- Accrual rate is 14.67 hours per month; pro-rated for part-time employees.
- Employees may use as soon as accrued.

*May not exceed 240 hours as of employee’s anniversary date*
Sick Leave

- One day (8 hours) received each month for full-time employees; part time employee’s pro-rata basis. May use sick leave as soon as it accrues.

May use for:
- Personal or Family Illness
- Medical Appointments
- FMLA
- Domestic Violence
- Bereavement or Condolence (CS only)
The Family and Medical Leave Act (FMLA) is a federal mandate that grants up to 12 weeks off in a 12-month period to an eligible employee for certifiable medical and/or military reasons.

An eligible employee is entitled to use FMLA for the following:

- Birth of a child
- Placement with the employee of a son or daughter for adoption or foster care
- Care of spouse/child/parent with a serious health condition
- Employee’s serious health condition
- Qualifying exigency due to a spouse, son, daughter, or parent of the employee being on active duty, or has been notified of an impending call to active duty
Bereavement

Bereavement leave is paid leave that an employee is entitled to because of the death of a family or household member.

Civil Service
• May use up to three (3) days subject to the terms of the employee's employment program or collective bargaining agreement.

Exempt
• May use up to ten (10) days off with supervisor approval.
Shared Leave

- The shared leave program allows state employees to donate accrued annual (vacation) leave, sick leave and/or personal holiday to aid a fellow state employee who:
  - is suffering from or has a relative suffering from a condition which is of an extraordinary or severe nature and has caused or is likely to cause the employee to go on leave without pay status or terminate employment AND...
  - Has depleted or will shortly deplete all paid leave.

- Civil service non-represented employees may not receive more than 522 days of Shared Leave.
- Civil service represented and exempt employees may not receive more than 261 days of Shared Leave.
Jury Duty

- Paid leave when required to report for jury duty service.
- Employee keeps compensation received for jury duty services.
- Time away from work only includes Jury Duty service and reasonable travel time.
- CS and Exempt only.
Leave Without Pay (LWOP)

All accrued leave must be exhausted before LWOP may be used except in the following situations:

- Cyclic Leave
- Family Care Emergencies
- L & I Absence
- FMLA
- Inclement Weather
- Domestic Violence
- Military Leave
- As a cost-saving measure such as VLI

Remember to use correct codes
Military Leave

- Civil service and exempt employees who are called to active duty in any of the uniformed armed service branches, their reserves, US Coast Guard, and the National Guard receive:
  - 21 work days of paid military leave annually, from October 1 through September 30.

- Civil service and exempt employees in the uniformed branches of the US Public Health Service receive:
  - 15 work days
The university currently recognizes 10 holidays

<table>
<thead>
<tr>
<th>New Years Day</th>
<th>Labor Day</th>
</tr>
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<tbody>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Veterans Day</td>
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<tr>
<td>President's Day</td>
<td>Thanksgiving Day</td>
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<td>Memorial Day</td>
<td>Thanksgiving Holiday (day after Thanksgiving)</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>
**Personal Holiday and Personal Leave Day**

- **Personal Holiday**
  - Civil Service
  - Exempt employees who work 12 months
  - One day per calendar year
  - Eight hours; pro-rated for part-time employees
  - Calendar year

- **Union Personal Leave Day**
  - Most represented employees are entitled to a personal leave day in addition to their personal holiday.
  - Eight hours; pro-rated for part-time employees
  - Fiscal year
Breaks and Travel Time

- **Meal Breaks and Rest Breaks**
  - 30-minute meal break during any shift of five (5) or more hours.
  - 15-minute rest break every four hours

- **Travel Time**
  
  Each travel situation is unique! Please call your HR REP for guidance before travel occurs.

- Generally, travel time must be treated as work hours for overtime eligible employees when it is:
  - During regular work hours
  - Outside of regular work hours and employee is required to drive or otherwise work
  - On a non-work day during regular work hours
Overtime and Compensatory Time

- OT eligible employees must be paid 1 ½ times “regular rate of pay” for all work hours over 40 hours in the week
  - “Regular rate of pay” includes shift work, assignment pay, multiple jobs, etc.
  - Work week = Sunday – Saturday; may cross pay periods
- CS OT eligible may request comp time
- Temps and students must be paid for OT

Caution

- Employee working in multiple departments? Must consider hours from ALL jobs
- Workweeks frequently overlap pay period; may have to consider hours worked in PREVIOUS pay period
Overtime and Compensatory Time
What is “Work”

- **Non-represented**
  - Hours actually worked
  - Compensable travel time
  - Work on a holiday when directed by supervisor
  - Holidays
  - If full-time employee, work on a scheduled day off when assigned by supervisor

- Leave of any kind is NOT work
Overtime and Compensatory Time
What is “Work”

- **WFSE**
  - Hours actually worked
  - Travel time
  - Holidays
  - Leave/all paid time off except shared leave
  - Compensatory time off

- **Not Work**
  - Shared leave
  - LWOP
Overtime and Compensatory Time
What is “Work”

- **PSE**
  - Hours actually worked
  - Compensable travel time
  - Holidays
  - Leave with pay

- **Not Work**
  - Compensatory time off
  - Shared leave
  - LWOP
Civil Service
Compensatory Time

- Comp Time may be Requested by Employee
  - Comp time may **not** be mandated by employer
  - Supervisor may approve OR disapprove and pay OT

- Comp Time Accrual Maximums
  - Non-Represented: 240 hours
  - WFSE: 160 hours
  - PSE: 40 hours

- Comp time cashout
  - June 30\textsuperscript{th} of each year
  - WFSE – May be authorized to reserve 24 hours
Civil Service Compensation
Extra Hours Worked (Not OT)

- Paid at straight time
- Extra hours over 40 may be paid for straight time comp time at employee’s request and with supervisory approval
- CAUTION for Part-Time Employees
  - Extra hours worked in excess of scheduled work but less than overtime must be compensated in cash
Student Employment

GAYLE DOHRMAN
TINA HULSLANDER
DENISE MARGHEIM
PATTY SNOWDEN
SARILYN PASCHEN

Barge Hall, Rm 103
400 E. University Way
Ellensburg, WA 98926-7496
Phone: (509) 963-3008
Email: seo@cwu.edu
Supervisors need to complete all hire paperwork by payroll calendar deadlines to ensure student appears on RTE for first pay period.

Make sure I-9 is in place before allowing student to work! Must have I-9 before payroll assignment can be set up.

Supervisors train and REQUIRE your students to submit proper time sheets by the established deadline.

Supervisors inform student that late timesheets will delay pay until next payday.
Student Employment

- Timekeepers, work with supervisor to develop a smooth process for RTE day.
- Don’t expect timekeeper to tolerate chronic late timesheets, collect signatures or make corrections except for obvious mathematical errors.
- Carefully check data for new employees & inform Student Employment promptly if there are errors.
- Send Pay Request form if late timesheet or student does not appear on RTE.
Student Employment

- Manually split time between two or more PID’s.
- Check time sheets and RTE early on RTE day and contact Student Employment immediately if someone is missing so we can help.
- Don’t hesitate to ask questions or call to check on students in system. Best if before end of pay period when we are still open for data entry.
- SE is locked out of system from start of RTE until after payroll is confirmed and completed, about 3-4 days.
Student Employment can answer questions in these areas:

- Student Employee Policies
- General Student Information
- Payroll Setup and Pay Requests for Students
- RTE Problems
- Work Study (a need-based financial aid award)
- Off Campus Work Study
- I-9 & W-4 forms for Student Employment
- Job Board and Job Descriptions
Payroll

DARCEE HANSEN
CINDY RICKEY

Mitchell Hall, 2nd Flr
400 E. University Way
Ellensburg, WA 98926-7479
Phone: (509) 963-2221
Email: payroll@cwu.edu
Payroll Calendar/Deadlines

- SPAF’s to Student Employment
- PAF’s to Human Resources
- HR and Student Employment locked out of payroll
- Rapid Time Entry opened to Timekeepers
- Timekeeper Back-up notification to Payroll
- Forms and data entry for Payroll to input **must** be in by 10:00 am

6/28/2010
# Payroll Calendar

## Payroll Schedule 2010

<table>
<thead>
<tr>
<th>PR#</th>
<th>Pay ID</th>
<th>Standard Hours</th>
<th>Pay Period</th>
<th>Deadline for Guaranteed entry of SE SPAFs</th>
<th>Deadline for Guaranteed entry of HR PAFs</th>
<th>RTE open for Time Keepers Input 6:00 - 4:00</th>
<th>Deadline for Guaranteed entry of Faculty PAFs</th>
<th>Pay Day</th>
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<tr>
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<td>1001A</td>
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<td>12/29</td>
<td>01/03</td>
<td>12/23</td>
<td>01/10</td>
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</tbody>
</table>

**RTE will open at 4 pm on Friday, January 15 and will close at 1 pm on Tuesday, January 19. Monday, January 18th is a holiday.**
Rapid Time Entry

- Rapid Time Entry Opens at 4:45 pm the day before data input & closes at 4:00 pm on RTE day
- [www.cwu.edu/~hr](http://www.cwu.edu/~hr)
  - HRMS Login (at bottom of web page)
- Enter name and password
  - Make sure Caps Lock is on
- Enter Time
  - Home>CWU Human Resources>Rapid Time Entry>Use>Department Time Entry
- Report
  - Home>CWU Human Resources>Rapid Time Entry>Reports>Time Sheet Report
The Reconciliation Report is found in the following location:
- CWU Human Resources > Rapid Time Entry > Report > Reconcile RTE by Loc

This report is available after the paychecks have been confirmed and until 2 days before RTE day of the next payday.

Example: 10/15/2009 pay end date
1. Rapid Time entry day is 10/16/2009
2. Payroll will be confirmed 3 to 4 days later 10/21/2009
3. Run the reconcilement report on 10/22/09 – 10/28/09
4. The last day of the pay period would be 10/31/09
   1. However, the report will only be available until 2 business days before the end of the pay period and since the 31st is a Saturday, you would only have until Thursday, the 29th, to run your report.
The same timekeeper who entered time on 10/16/09 is the only one that can run the report. If you do not get the report ran by 10/29/09 it is no longer available on line.

The report compares what you entered in RTE with what was paid. The white line shows what you entered, the gray line show what was on the pay line (or paycheck) when it was confirmed. If there are any differences there will be a note to let you know there are differences.

**Differences**

May be caused by payroll entering a Pay Request, Leave Adjustment, Notice to Payroll (NTP), leave cascade, etc. Make sure you identify the reason differences and note those on your reconciliation report and attach the backup for the auditor.
When a student or temp/hourly employee does not receive a paycheck:

- Student/Employee contacts his or her supervisor
- Supervisor ensures that:
  - Proper hiring documents were signed and turned in by deadline
  - Student/Employee signed timesheet
  - Timesheet was submitted before deadline
  - Time was entered into RTE

- If **YES** to all:
  - Call Payroll to determine where paycheck was sent

- If **NO** to any:
  - Complete and submit Pay Request Form so employee will be paid on next payroll cycle
Payroll Forms

- Name or Address Change
- Direct Deposit
- Expense Transfer
- Payroll Deductions
  - Credit Unions
  - Union Dues
  - Donations
- Pay Request Form
- Leave Adjustment Report
CWU Pay Request Form

To pay an employee:
- Prior period
  - Retro pay
  - Rate Adjustment
- Current period
  - Different Budget
  - Not in RTE
  - Must be approved first
- Fill out completely and accurately
### Pay Request Form

**Time Keep Location:**

**Current Pay Period:**

**Central Washington University**

**Pay Request Form**

*Late Time Sheets Only*

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Earn Code</th>
<th>Empl Rec #</th>
<th>Job Code</th>
<th>Pay Rate</th>
<th>Hours</th>
<th>Pay Period</th>
<th>Pay Reason</th>
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<td>24102.25135000.0</td>
<td>$8.00</td>
<td>16.75</td>
<td>5/1-9/13/07</td>
<td>Employees turned in timesheet late</td>
</tr>
</tbody>
</table>

**Payroll Use Only**

*Managers 10/1/07*

---

I certify that the time reported above represents a true statement

**Time Keeper:**

**Phone Number:**

**Authorized Signature:**

**Date:**

**HR/SEO Signature:**

**Date:**

---

Reset

Print
Adjust any leave hours for a prior period

- Leave hours submitted late by employee
- Leave hours reported with wrong code
  - i.e.; reported as vacation and should have been sick
- Leave hours submitted for wrong pay period
# Leave Adjustment Form

**CENTRAL WASHINGTON UNIVERSITY**

**LEAVE ADJUSTMENT REPORT**

**DO NOT** use this form for payment.

<table>
<thead>
<tr>
<th>Time Keep Location</th>
<th>Current Pay Period</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>ID #</th>
<th>Previously Reported</th>
<th>As Corrected</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pay Period End</td>
<td>Hours</td>
</tr>
<tr>
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</tbody>
</table>

Authorized Signature

Date

Time Keeper

Phone Number

1. Enter Data as it was reported originally.
2. Enter Data as it should have been reported.
3. Enter Reason/Explanation as necessary.
4. Send Original to Payroll & keep a copy for your files.

Note: Attach the Leave of Absence Forms to YOUR copy & keep in YOUR files.

**PAYROLL DOES NOT NEED LEAVE OF ABSENCE FORMS**
Other Info

Office Visits
- Meet you
- Answer Questions
- Update on new information

Website
- “Timekeeper Handbook” – linked from HR & Payroll
- More updates
- Links & Forms
- Policies & Procedures
- Glacier
  - All Foreign employees need to sign up
  - Contact the payroll office for instructions

- W4’s
  - If there are any errors, we have to code it single & Zero

- List Serve
  - All Timekeepers need to be signed up
  - Latest updates and changes
  - Contact Lynn Hutchins 963-2288
Positive Time Reports (PTRs)

- **Auditing Issues**
  - Carry Forward Previous Pay Period Hours
  - If time is written in, calculations do not flow through for timekeepers to enter.
  - Be Careful of Holidays, Budgetary LWOP & Other paid Leave Codes

- **Submittance**
  - Make sure all PTR’s are originals
  - Must be signed in ink by both employee & supervisor
  - Cover sheet attached if Payroll is to enter time
Payroll Question & Answer Time
Where to Get More Information

- **Payroll Website**
  - [www.cwu.edu/~payroll](http://www.cwu.edu/~payroll)

- **Payroll Phone Number**
  - Darcey Hansen  Payroll Supervisor  963-2232
  - Cindy Rickey  Payroll Technician  963-2233
  - Sharleen Woods  Payroll Technician  963-2221
  - DeeAnn Karageorges  PR Technician  963-2321
  - Caroline Busch  Payroll Accountant  963-2355

- **Sign On/Password Help**
  - Lynn Hutchins  HRIS IT Tech  963-2288
Internal Controls

MARGARET SMITH
DIRECTOR OF INTERNAL AUDIT

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Internal Control Objectives

- Encourages adherence to policies and procedures.
- Promotes efficiency.
- Assures that leave and payroll transactions are authorized, valid, complete, and accurate.
- Safeguards documents from theft, loss, and destruction.
- Compensating controls.
- 4 Elements – segregation of duties, authorization, documentation and reconciliation.
Segregation of Duties

- Protects employees, prevents errors and encourages high performance.
- HR puts employee in the system; Payroll processes payments.
- **Example**: Another university manager set up a fictitious temporary employee, assigned the wage, falsified the I-9, intercepted the paychecks, and rerouted the W-2 to the department. No second signature.
Authorization

- Prevents invalid transactions thru the process.
- Supervisor approves (authorizes) leave, PTR, reconciliation report;
- **Example**: Payroll clerk added overtime, not worked, after the supervisor signed the record and before it was submitted to the state office for processing.

- **Example**: UW employee falsified time sheets for herself and her daughter. The supervisor had pre-signed the time sheets and the employee signed the daughter’s time sheet as she was a UW student and employee.
Documentation

- To ensure completeness and provide evidence.
- Includes: original forms, reports, schedules, etc.

**Example**: UW employee falsified time sheets, later reported he only worked half of reported hours. Access security system indicated he was in the building only 25% of reported hours.
Reconciliation

- To ensure accuracy and validity, to resolve discrepancies and unauthorized changes.
- Labor distribution, budgets, reconciliation reports.

**Example:** Another university supervisor changed time sheets to charge labor to a budget that had available funding.

**Example:** Another university supervisor approved overtime never worked in exchange for 40% of the pay.
Contact Information/Who to Call

- **Human Resource Department**
  - HR Representatives
    - All Employee Related Questions
  - Sign On/Password Help - HRIS staff
- **Student Employment**
  - Work Study, Policies, General Information
  - Form I-9’s, SPAF’ Job Board
- **Payroll Office**
  - RTE Questions, Technical Payroll Problems
- **Information Technology Services**
  - Payroll 101: Entering Payroll Information
- **Office of Equal Opportunity**
  - Ethics and Controls
Questions?

THANK YOU FOR ATTENDING THE TIMEKEEPER RULES AND PROCEDURES TRAINING