



POLICY AND PROCEDURES

SUBJECT: TIMEKEEPING POLICY

Effective Date: October 1, 2023

Policy Number: FN-23-001

Department Sponsor: Finance

Supersedes: Policy Number: FN-18-001
dated January 8, 2018

1.0 PURPOSE

The purpose of this policy is to establish guidelines pertaining to recording and tracking hours of work, recording accruals, adjusting timecards, and assigning the roles and responsibilities for employees and departments as it relates to timekeeping and reporting. This policy addresses compliance with applicable federal and state laws related to accurate and timely reporting of time worked and leave taking in the City of Riviera Beach's (City) official timekeeping system that transmits data through electronic timesheets and promotes the efficient processing of payroll.

2.0 APPLICABILITY AND ENFORCEABILITY

This policy is applicable to all full time, part-time, seasonal, and temporary employees of the City of Riviera Beach and the Utility Special District (Employees).

Accurate timekeeping and recording are essential to the City's fiscal responsibility and prudence. Therefore, any employee who knowingly and inaccurately report hours worked or leave time (paid or unpaid) is subject to disciplinary action, up to and including termination.

3.0 POLICY STATEMENT

The City's official timekeeping system is Tyler Executime Time and Attendance (Executime), which is an automated time and attendance management system that works with data collection devices that transmits data through electronic timesheets and promotes the efficient processing of payroll. Data collected is later transferred to the payroll system where employees are paid according to the time recorded in their Executime time sheets. Executime automatically tracks and manages employee hours and applies the City's current pay rules prior to transmitting the data from Executime system to payroll processing. The Executime electronic timekeeping system and associated work records will be the official basis for recording hours worked for all City employees. Absence records, such as vacation, sick, personal time off (PTO), good cause, and jury duty shall be recorded in Executime.

Data recorded in Executime is considered as the employee's official record of the workday. Disputes relating to hours worked or attendance will be resolved by referring to the data recorded in Executime. In certain situations (e.g. time clock malfunction), it will be necessary to resolve punch issues and enter missing data. Such modifications or changes must be documented by the Department Director, Manager, Supervisor, or Timekeeper who notify Finance Department staff to edit the employee's time card and record a note to explain the reasons for manually editing the employee's time card.



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4.0 ROLES

“**Employees**” are responsible for entering their time (time worked and/or leave taken) in a timely manner. Employees also include the Department Director, Manager, Supervisor, and Timekeeper.

“**Department Directors**” are responsible for their departmental budgets and are assigned with the operational authority to approve the timecards of employees within a department.

“**Managers, Supervisors, and Timekeepers**” are employees designated by the Department Director to maintain the Executime payroll records within a department.

“**Approvers**” are department directors, managers, and supervisors who have been delegated authority to review, verify, and approve timecards and leave requests for employees who report to them. Finance Department staff also have the authority to review, verify, make modifications, and approve timecards and leave request for all City employees.

5.0 RESPONSIBILITIES

Activity	Employee	Timekeeper	Approver
Record start and stop times through a City approved timekeeping device.	✓		
Review employee punches, missing punches, and absences on a daily basis.	✓	✓	
Enter requests for leave through a City approved timekeeping device.	✓		
Approve, deny or reject requests for leave for employees.		✓	✓
Resolve punch issues for employees.		✓	
Make corrections to employee timecards and approve timecards for payroll processing.			✓

5.1 Responsibilities of Employees

All employees including full-time exempt (salaried), non-exempt (hourly) employees¹, part-time, seasonal, and temporary must record their time through the City’s approved timekeeping devices that are supported by Executime. Employees are required to report all work absences, specifically sick, vacation or PTO usage for that specific pay period into Executime. It is the responsibility of employees to manage their leave balances. Leave requests are to be submitted and approved on a timely basis. Timecards must be reviewed by the employee and approved by the Approver each pay period. Executime tracks absences from work for employees. Non-exempt employees are



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required to account for all of their respective required hours each pay period. Employees who have a maximum of six (6) missed punches over two pay periods will be counseled.

¹ Non-exempt employees, refers to employees who are subject to the provisions of the Fair Labor Standards Act (FLSA) and are entitled to overtime pay. Represented employees are to refer to their specific collective bargaining agreements for overtime eligibility.

A. Daily Clock in and Clock out

It is the responsibility of all full-time non-exempt, part time, and temporary employees to clock in and out at the beginning and end of each scheduled workday and lunch period in order to be compensated for the time worked and to report their time worked, meal periods, and/or leaves accurately and completely for each pay period. Under certain conditions, such as a training course at a different location, the employee shall clock in/out at the different location, or be clocked in/out manually by the timekeeper. Employees leaving for personal reasons during the day must clock out when leaving and back in upon returning.

Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Department Directors, Managers, and Supervisors are responsible for ensuring that the work and leave time reported accurately reflects each employee's activity for each pay period and validate this by electronically approving the employees' timecards. Intentional errors in reporting hours worked, can result in serious consequences to the individuals involved.

B. Daily Attendance Check in

It is the responsibility of all full-time exempt, PBA, and IAFF employees to do attendance check in at the Executime time clocks once at any time during the scheduled work day and/or shift in order to be compensated.

Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Department Directors, Managers, and Supervisors are responsible for ensuring that the work and leave time reported accurately reflects each employee's activity for each pay period and validate this by electronically approving the employees' timecards. Intentional errors in reporting hours worked, can result in serious consequences to the individuals involved.

C. Missed Punches and Adjustments

Employees who have missed a punch are required to notify their Department Director, Manager, or Supervisor in writing, who will notify the Timekeeper and/or Finance Department staff, of any edits that need to be made to the timecard.

Under no circumstances are Timekeepers allowed to adjust their own timecard. Corrections are to be made by the Department Director, Manager, Supervisor, or Finance Department staff.



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D. Guidelines for Edits

Employees are required to immediately inform their Department Director, Manager, or Supervisor in writing in order for a timecard to be edited. Employees are to effectively communicate in writing the following:

- i. Explain the need for the manual punch.
- ii. Provide the specific details that resulted in missed punches using the following as example.

Acceptable Example: Attending a supervisory training class at ABC community center, reported to the Parks and Recreation Department for a meeting with Department Director regarding a City sponsored event.

E. Attending Working Lunches and City Authorized Conferences and/or Events

If a working lunch is required or the employee is attending a conference and/or event authorized by the City Manager and/or Department Director, then the employee will be paid. The following are the guidelines pertaining to working lunches and attendance to conferences and/or events:

- i. Employee is required to provide the specific details in writing pertaining to the working lunch or conference/event to the Department Director, Manager, or Supervisor in order for a comment to be made in the timecard, using the following as examples:

Acceptable Examples:

- Attended lunch meeting with “xxx” at the “xxx” from “11 a.m.” to “12 p.m.” and discussed “xxx.”
 - Attended xxx Conference at the “xxx” from “date and time” to “date and time.”
- ii. If the working lunch is voluntary, then the Employee is required to obtain approval from the Department Director or designee prior to the working lunch.
 - iii. If unable to clock in or clock out, Employee is required to contact the Department Director, Manager, or Supervisor.

F. Approval of Timecards

Employees are required to approve their timecard no later than the deadline set for their department. Departments are required to set the deadline for review and approval of timecards in order to meet the deadline established by the Finance Department for payroll processing. Employees are encouraged to review and make any necessary corrections to their timecards at the end of the last shift of the pay period.



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5.2 Responsibilities of Department Directors, Managers, and Supervisors

The Department Directors, Managers, and Supervisors are responsible for monitoring missed punches for each employee. Executime will calculate hours worked and accruals based on the data recorded in Executime and adjustments will be made where time recorded in Executime falls below the required hours for a pay period. In instances, where employees are missing time and accrual balances are available to be used for missing time, employees are required to use their accrual balance for missing time and adjustments will be made to the timecards.

A. Electronic Approval of Timecards

At the end of each pay period, employees are required to approve their time worked and leave hours recorded for the pay period by entering their hours worked in the Executime electronic timecard. By approving the electronic timecard, employees are attesting to the best of their knowledge that their information submitted is complete and accurate. Employees are responsible for inaccuracy or omission of which they are aware at the time the electronic timecard was approved and submitted. Employees may be subject to disciplinary action, up to and including termination for submitting any inaccurate information on your report.

B. Payroll Processing Deadlines

The City pays its employees for work performed on a bi-weekly basis. The City's Finance Department develops payroll schedule calendars that establish deadlines to ensure that payroll is processed timely. The time frame for time and attendance records to be properly processed for the pay period is on or before the Monday at 12:00 p.m. noon, immediately after the end of the pay period. Failure of Timekeepers and Approvers to adhere to guidelines as stated will be considered cause for disciplinary action, up to and including termination. Timecards must be reviewed and approved by the Employee and Approver.

When a holiday that is observed by the City falls on a Monday prior to a pay day, timecards are to be approved on the Employee's last shift for that pay period. Finance Department requires that time cards are approved and submitted for payroll processing on or before Tuesday at 10:00 a.m. immediately following the holiday that falls on a Monday.

C. Work Schedules

It is the responsibility of the respective department to enter the work schedules for new hires and make modifications to existing schedules on Executime Advanced Scheduling for PBA and IAFF members. Non-exempt and exempt employees' work schedules are determined based on the requirements of the department. All full-time and part-time employees are required to take a lunch period away from their work area, unless pre-approved by the Department Director, Manager, or Supervisor and in consultation with the City's Human Resources Department.



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D. Overtime Pay for Exempt and Non-Exempt Employees

Non-exempt refers to employees who are eligible to receive overtime, for hours worked in excess of 40 hours per week. All overtime must first be pre-approved by the Department Director before working overtime. Employees may not accumulate overtime by arriving early, leaving late, or working through lunch unless specifically pre-authorized by the Department Director. If a non-exempt employee has accumulated unapproved hours beyond his/her work schedule in the course of a week, the employee may be required to leave work early. Disciplinary action will occur for reoccurrence of non-compliance with this policy.

If non-exempt employees work less than their scheduled hours during a work week between actual hours worked and accruals, such time will be adjusted automatically. Employees are not paid for hours of accrued leave in excess of the available balance.

Exempt refers to employees who are exempt from Federal and State laws regarding payment of overtime, and paid a pre-determined salary, not an hourly rate. Exempt employees must punch once per day to be given credit for the day.

E. Time Off Requests and Employee Leave Accruals

Employees must enter the requested paid time-off into Executime, before the time is actually taken. If an employee is unable to request the time off in advance, the employee must contact the Department Director, Manager or Supervisor and the Department Director, Manager or Supervisor will contact the Timekeeper of the edits to be made to the employee's timecard. Finance Department staff will make edits to the employee's timecard.

Eligibility requirements for leave accruals are based on collective bargaining agreements and policies. The payroll system calculates leave accruals based on the employees' status and years of service. From time to time, manual entries may be required to adjust leave accruals in the payroll system. Such manual entries will require approval from the Department Director with the reason for the manual adjustment after consultation with the Human Resources Department for such manual adjustment.

G. Vacation and PTO

The payroll system calculates accrued vacation and PTO leave in accordance with the collective bargaining agreements and policies. Employee may schedule vacation and/or PTO days in advance using the Time off Request feature and such time off approved by the Department Director, Manager, or Supervisor. The pre-scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when vacation time had been scheduled, then he or she will be required to notify the Supervisor for edits to be made to the timecard.



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H. Sick

The payroll system calculates accrued sick leave in accordance with the collective bargaining agreements and policies. When an employee is out sick, the Department Director, Manager, or Supervisor will subsequently report the sick leave hours to be recorded in Executime. When an employee has a doctor's appointment, he/she should punch out when he/she leaves, and punch in if he/she returns and proceeds with the day as normal. The Approver will record the sick leave hours in Executime.

I. Jury Duty

Employees who present jury notices or subpoenas (subpoenas as related to an employee in the capacity as an employee of the City) to their Department Director, Manager, or Supervisor will be granted leave with regular pay for the day(s) when service is rendered. Employees are required to request time off through the Executime. The Approver may edit the employee's timecard.

J. Other Leave Requests

Employees are required to request time off through the Executime or the employee's Department Director, Manager, or Supervisor. The Approver may edit the employee's timecard to reflect the absence.

K. Holidays

Holiday pay will automatically be applied to eligible employees in the Executime system. When requesting time off during a holiday period, employees are required to enter two separate time off requests, skipping the date of the holiday. For example, if Christmas Day falls on Wednesday and an employee desires to take the full week of vacation during the holiday period. Time-off requests are to be entered as two (2) different time-off requests entered as (1) time-off for Monday and Tuesday and (2) time-off for Thursday and Friday. Do not enter time-off for the Holiday on Executime.

When a holiday that is observed by the City falls on a Monday prior to pay day, employees are required to approve their timecards at the last shift for that pay period. Refer to the section "*Payroll Processing Deadlines*" above regarding payroll processing deadlines.

L. Payroll Adjustments

If an employee is not properly compensated, due to data input errors or missed punches, the employee is required to report the discrepancy to the Department Director, Manager, Supervisor, or Timekeeper who will in turn report the matter to the Finance Department for resolution. Finance Department staff will make the necessary payroll adjustments to the timecards.



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M. Time Clocks and/or System Problems

Time clocks will continue to collect data during times when the time clock appears to be system malfunctions and during power outages. Employees should continue to make punches as required and then immediately notify the Department Director, Manager, Supervisor, Timekeeper who will record the date and time of such system and/or time clock malfunction. Adjustments will not be made to the timecard until it is confirmed that the system did not collect the data. The Department Director, Manager, Supervisor, or Timekeeper will immediately notify the Finance Department of any system and/or time clock problems.

N. Reporting Order Relating to System and/or Time Clock Problems

Issues relating to Executime time clocks and/or payroll systems are **NOT** to be directed to the Information Technology Department. The following is the reporting order for resolution.

1. Employee notifies the Department Director, Manager, Supervisor, or Timekeeper.
2. Department Director, Manager, Supervisor, Timekeeper notifies the Finance Department.
3. Finance Department notifies the Information Technology Department, if needed.

6.0 DISCIPLINARY ACTION

Employees may be subject to disciplinary action up to and including termination for the following:

1. Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.
2. Punching in and/or punching out for another employee (referred to as "buddy punching") is considered as a serious offense. Both employees will be subject to disciplinary action up to and including termination.
3. Interfering with another employee's use of time clocks.
4. Falsifying another employee's clocking transactions and failure to use the Executime system properly.
5. Failure to promptly verify and reconcile time and leave records in accordance with the City's policies and procedures.
6. Falsifying hours actually worked.
7. Having excessive missed punches without a valid reason.

Consult with the Human Resources Director, if any problems result from the non-compliance of this Policy.



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Department Sponsor: Finance

Policy Review Date: October 1, 2024

References: None

Departments affected: All departments and employees of the City of Riviera Beach and the Utility Special District.

Approved by:

Signature:



Randy Sherman
Finance and Administrative Services Director

Date:

9/28/2023

Signature:



Jonathan Evans
City Manager

Date:

9-28-2023