



CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 5.13
TO: All Department/Division Heads & Assistants
FROM: Dana McDaniel, City Manager 
SUBJECT: Recording and Approving Employee Time
DATE: August 22, 2022
<i>Supersedes and replaces Administrative Order 5.13, dated November 7, 2014 regarding same subject.</i>
PROPONENT: Division of Human Resources

1. PURPOSE

The purpose of this Administrative Order is to establish a policy and a set of standard procedures governing the documenting and recording of compensable employee time in the City's automated timekeeping system.

2. POLICY

A. The City is required by Federal and State law to account for, monitor and maintain accurate timekeeping records. Kronos is the mechanism that the City uses. It is the responsibility of all employees to accurately account for their hours worked and time off based on the requirements of Fair Labor Standards classification.

B. It is strictly forbidden for an employee to record time for another employee, including the submittal of leave. Such activities are subject to full disciplinary action up to and including termination.

3. PROCEDURE

A. Standard Guidelines for Recording Employee Hours

The City's automated timekeeping system ("Kronos") is the mechanism which must be used by every employee to record their time and attendance that is to be compensated by the City. This includes actual hours worked as well as hours that will be paid using accrued leave earned by the employee. Biweekly compensation paid to the employee

through the payroll system will be calculated only based on those hours that have been recorded in Kronos for the employee, and that have been approved in Kronos by the employee's supervisor. The employee is responsible for notifying the supervisor when the hours recorded in Kronos are not accurate, before those hours are submitted to the supervisor for approval. Once an employee is in agreement with the hours recorded, the employee is required to approve the pay records. Employee approval of the records is affirmation of the hours the employee worked and the paid leave, if any, that the employee will use as compensation. Supervisors are responsible for verifying that their employee's pay records recorded in Kronos are accurate before approving those hours.

B. Recording Employee Time

An employee records their time when starting in paid work status ("punch-in") and when ending paid work status ("punch-out"), by swiping their identification badge across the proximity reader located on the face of the Kronos terminal, or by using the Kronos application on a desktop computer or mobile device. Punching-in or punching-out may only be done by an employee using his or her own identification badge or identification number.

C. Guidelines for recording time for each category of employees is listed below:

(1) Exempt Employees

Salaries, overtime-exempt managerial and professional staff are not required to use Kronos for tracking daily hours worked. However, all absences must be recorded in Kronos, including, vacation leave, personal leave, sick leave, training conducted outside the workplace, or any other compensable time. Requests for any type of leave must be submitted through Kronos and follow the established procedures for requesting time off.

(2) Non-Exempt, Full-Time

Non-exempt, full-time employees are required to use the Kronos terminal or desktop/mobile application for punching-in and punching-out whenever they are commencing or concluding working in paid status. This includes punching-out and punching-in for lunchtime, personal appointments, or other uncompensated break time. Directors may allow employees to have Kronos automatically deduct for a standard length of uncompensated break time, rather than directly punching-out and punching-in, for purposes of operational efficiency or other practical considerations.

(3) Non-exempt, full-time employees must account for a minimum of forty (40) hours per week, including any compensated or uncompensated approved absences. It is the responsibility of the employee to verify that the Kronos terminal or application

has correctly recorded any punch-in or punch-out at the time of doing so. If a punch-in or punch-out is not recorded by Kronos for any reason, including employee oversight or system error, the employee must document the missing punch using a Kronos Change Form which must be submitted to their supervisor for approval within three business days, or no later than the payroll due date. The Kronos change form includes the employee's name, and a detailed explanation as to why the information was not recorded in Kronos. The supervisor is responsible for ensuring that all approved Kronos change forms are accurately input into the Kronos system prior to approving the employee's timecard for that pay period. Patterns of habitual exceptions due to employee oversight, such as missing punches, may result in progressive discipline.

(4) All forms of leave must be recorded in Kronos. Requests for any type of leave must be submitted through Kronos and follow the established procedures for requesting time off. Employees are encouraged to review their timecard on an ongoing basis throughout the two (2) week pay period in order to identify any problems or errors as quickly as possible.

(5) Non-Exempt, Part-Time or Seasonal

Non-exempt, part-time or seasonal employees are required to use the Kronos terminal or desktop/mobile application for punching-in and punching-out whenever they are commencing or concluding working in paid status.

D. Subsequent Revisions to Employee Time

(1) All approvals (from the employee and supervisor) must be completed by 12:00 noon on the Tuesday following the close of a pay period. After this time, no further changes to hours recorded in Kronos may be made by supervisors. If changes are necessary to correct previously undetected errors or inaccuracies, a Kronos change form must be completed by the employee, approved by the supervisor and forwarded to payroll. Corrections to the Kronos system will be made only by payroll personnel.

(2) Supervisors should have a pre-designated back-up who has the authority to approve that group of employees' Kronos hours in the event the supervisor is absent and unable to meet the approval deadline. This responsibility should fall to another supervisor in the organization. While Supervisors may designate support staff to perform edit functions for their employees' Kronos hours, approval of subordinate's time is the responsibility of the supervisor and as such, must be performed by the supervisor.