



County of Riverside  
**OFFICE OF THE AUDITOR-CONTROLLER**  
**STANDARD PRACTICE MANUAL**

<b>SECTION:</b> 2		<b>SUBJECT:</b> Employee Timesheet
<b>POLICY NUMBER:</b> 202		<b>CATEGORY:</b> Payroll
<b>EFFECTIVE DATE:</b> 7/1/13		<b>APPROVED BY:</b> <i>Paul Angulo</i>

**PURPOSE:**

To establish policies, procedures, and to provide guidelines for the completion of employee timesheets to implement countywide standardization.

**SCOPE:**

Applies to all County departments, agencies, special districts, and authorities—collectively referred to as “entities”—that are governed by the Board of Supervisors or that are considered part of the County reporting entity.

**POLICY:**

All exempt and non-exempt employees must use a timesheet to record daily hours worked each pay period. Timesheets must be signed and dated by the employee and must be verified, approved, signed, and dated by his/her supervisor each pay period. Members of the Riverside County Deputy District Attorneys’ Association are not required to submit timesheets unless an attorney is absent for one or more full days.

Exempt management employees are not required to report regular worked days. Exempt management employees’ time defaults to 80 hours worked unless there is a deduction from a leave bank, such as annual leave, or unless the employee needs to report a mileage reimbursement<sup>1</sup>.

**PROCEDURE:**

Department’s Role:

- Departments must provide each employee a timesheet to track hours worked.
- The time sheet must include:
  - a. Name of the department.
  - b. Name of the employee.
  - c. Employee ID number, as assigned by the Human Resources Department upon hire.
  - d. Daily hours worked or leave hours used, to include vacation, sick, holiday, compensated time used or worked, jury duty, bereavement, military leave, industrial injury hours, and overtime. In addition, any Absent Without Pay (AWOP) hours must be recorded. FMLA designated time should be recorded as well.
  - e. Employee signature and date.

<sup>1</sup> Reference the Memorandum from County Executive Officer Larry Parrish, dated March 18, 2006.

f. Supervisor signature and date.

- It is the responsibility of the manager or supervisor to ensure hours reported on the employee's timesheet accurately reflect the hours worked by the employee and time off banks are used appropriately.
- Signed and approved timesheets are forwarded to departmental timekeepers for entry into the PeopleSoft HRMS system.
- If a timesheet is not received from an employee, the department is required to report the employee AWOP, unless they are represented by the Exempt Management, Management, Confidential, and Other Unrepresented Employees Resolution or the Riverside County Deputy District Attorneys' Association Memorandum of Understanding.
- Departments are responsible for processing prior-period corrections/adjustments to employee time sheets through PeopleSoft HRMS Time and Labor module using the Rapid Entry *Add* or *Replace* processes. However, prior period adjustments for overpayments that will cause the employee to have negative gross earnings must be submitted to the ACO Payroll Division.
- When system limitations prevent adjustments from being made through the Time and Labor module, departments must submit the adjustments to the ACO Payroll Division by noon on Tuesday of non-pay week. Adjustment must be submitted using the *ACO Payroll Adjustment Request*. Adjustments submitted after this deadline will be processed the following pay period.
- Corrections to employee hours **must** be done within two pay periods of the error. Corrections must be documented with an updated timesheet that is signed and dated by the employee and supervisor.
- Timekeepers must run the audit reports listed below in PeopleSoft HRMS to verify reported time prior to requesting departmental approval. These reports will assist departments in ensuring employee time worked is reported accurately.
  - a. Employees without time.
  - b. Employees with less than 80 hours.
  - c. Employees with more than 80 hours.
  - d. Employees without assigned group.
  - e. RV 80 AWOP Report.
  - f. FLSA weeks/hours breakdown.
- Departments must resolve all time reporting errors in Manage Group Exceptions.
- After departmental approval of time, timekeepers must run the *Unapproved Time* audit reports to verify employee time is reported accurately.
- Timesheets are to be retained in departments for two years per FLSA regulations. After two years, timesheets can be sent for storage to Records Management & Archives Program (RMAP). After five years from the pay date, timesheets should be destroyed.

<b>SECTION:</b>	<b>2</b>
<b>POLICY NUMBER:</b>	<b>202</b>
<b>EFFECTIVE DATE:</b>	