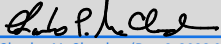


CITY OF CATHEDRAL CITY			HR-AP 17
ADMINISTRATIVE POLICY			
Approved by:	Distributed by	Original Date	Revised
 <small>Charles McClendon (Dec 6, 2023 08:17 PST)</small> Charles McClendon, City Manager	Human Resources	Eff: 06/25/2023	12/06/2023

SUBJECT:

AUTOMATED TIMEKEEPING SYSTEM

PURPOSE:

The purpose of this policy is to establish guidelines for the automated employee timekeeping system.

POLICY STATEMENT:

All Non-Exempt employees are required to use the Tyler Timekeeping System to record all of their hours worked. Employees are required to clock in/out for payroll purposes. Exempt employees will only utilize the Tyler timekeeping system to log/file leave requests and to access leave and payroll information.

POLICY PROVISIONS AND PROCEDURES:

A **ROUNDING**

The City tracks work time in 15-minute increments and utilizes the 7-minute rounding rule. Employee work time for up to eight minutes may be rounded down, and not counted towards the employee’s hours worked, but employee work time of eight minutes and above, up to fifteen minutes, must be rounded up and counted as a quarter hour of worked time. Example: If an employee works at least 7 minutes, but less than 8 minutes, the time is rounded down to the nearest 15 minutes. If the employee works at least 8 full minutes, the time is rounded up to the next 15-minute increment.

B. **TIME RECORDING**

1. All Non-Exempt employees are required to clock in once they commence performance of work and clock out upon completion of performance of work.
2. Non-Exempt employees are required to clock in/out for their designated unpaid lunch breaks. Non-Exempt employees shall be responsible for notifying their supervisor in writing if any modifications are made to their lunch schedule requiring a longer or shorter time period for lunch. All employees are required to take a lunch period unless express authority is provided by supervisory or management staff to work through the lunch period.
3. Each timekeeping unit has the capability to clock in/out any Non-Exempt employee regardless of the department they are assigned to work in. Non-Exempt employees are required to clock in/out at the nearest timekeeping unit located in their work area. If there is a problem with

the timekeeping unit, the Non-Exempt employee must notify the supervisor and the supervisor will direct that employee to the next appropriate timekeeping unit location.

4. Employees (both Exempt and Non-Exempt) must approve their timecard entry at the end of each pay period, unless there is a reasonable explanation such as the employee is on vacation or unforeseen leave.
5. If an employee misses an entry into the Tyler Timekeeping System, the employee will notify the supervisor as soon as possible. The supervisor will manually enter the employee's work hours.
6. Hourly Timecard Entries –All hours worked should all be entered in the Tyler Timekeeping System so the proper overtime and shift differential can be calculated. As a general rule, time entered into the time clock should not be edited. If an edit to a time clock in/out entry is necessary, a supervisory comment with a specific detailed reason must be assigned to the time clock entry change.
7. Any changes to an employee's timecard entry must have a supervisory comment added justifying or explaining why this edit occurred.
8. Employees in an on-call status who are called into work will report directly to the work location, as necessary, and report time worked directly to the supervisor as soon as practical if the work location is without an accessible timekeeping unit.
9. Non-Exempt employees are permitted to work overtime only with prior authorization from their supervisor. Overtime includes clocking in early, late, or working through the scheduled lunch period.
10. Non-Exempt employees may not use another Non-Exempt employee's ID to clock in/out for the other Non-Exempt employee.
11. Supervisors are required to document and report incidents where employees have violated the timekeeping policy and/or procedures. This could include situations where employees may have clocked in but are absent from their workstation during work hours or have missed timekeeping entries and/or work unscheduled and unauthorized overtime.






HR-AP 17 AUTOMATED TIMEKEEPING SYSTEM INSTRUCTIONS rev. 12.06.23

Final Audit Report

2023-12-06

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