

**STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES**

SECTION:	PAYROLL	PAGE:	1 of 4
PROCEDURE:	Time Entry Process	PROCEDURE #:	PA - 001
ISSUE DATE:	04/30/2013	REVISION DATE:	

PURPOSE:

To document the process the department uses to process payroll.

DEFINITIONS¹:

VTHR - State of Vermont's Human Resource system where employees will enter their time and personal data

Activity Log - the Department of Public Safety's Activity Log is a detailed record of overtime worked for employees. This form is to be used prior to entering overtime on the employee's timesheet in VTHR.

CBA - or collective bargaining agreement for the purpose of this document CBA is *uniformly* referring to (1) agreements between the State of Vermont and the Vermont Troopers' Association, Inc (VTA) or (2) agreements between the State of Vermont and the Vermont State Employees' Association, Inc. (VSEA) (3) Extension of Certain Contract Benefits to Classified Service Managerial and Confidential Employees document²

DPS Delegate - Employee of DPS authorized to enter time on behalf of another employee under certain circumstances. The DPS business office will act as delegates for DPS time entry.

Leave Authorization Form - a department required form capturing an employee's request and supervisor's approval for various leave details. A copy of this form is provided in Attachment A of this document.

Regular Hours - The following hours shall be considered regular hours for the purpose of this document: scheduled work hours (no overtime), hours on annual leave, compensatory time off, unworked holidays, paid VSEA leave time, court and jury duty, personal leave.

¹ Agency of Administration glossary can be found at <http://aoa.vermont.gov/erp/FAQ/glossary>

² The FY13 & FY 14 Extension of Benefits document can be found at http://humanresources.vermont.gov/sites/dhr/files/pdf/collective_bargaining_agreements/DHR-Extension_of_Benefits_FY13_14.pdf

Task Profiles - are alphanumeric codes that represent a specific combination of accounting chartfields. Default Task Profiles are set up for all DPS employees in VTHR. *However, DPS employees must choose a Task Profile from the dropdown box for all overtime entered on their timesheet.* Each task profile has a description, so an employee should be able to determine the correct choice for the overtime worked. Your choice of task profiles for your overtime in your timesheet will determine which funding source, program (if any), and project/grant (if any) your reported time will be charged to. It will also provide a reason for the overtime for reporting and tracking purposes.

Time Reporting Codes (TRCs) - are managed by Agency of Administration, this is the field in VTHR that defines the type of time being reported. TRCs are required for all time entered in VTHR.

Workgroup - All employees are assigned to a workgroup in VTHR. Workgroups are based on: Overtime category; daily, weekly, or biweekly hour limits; and the overtime rate (whether the employee is entitled to straight time or time and half rate). The workgroup determines the TRCs an employee has available to them in VTHR.

PROCEDURE:

1. Employee Contact Information

- A. All department employees will enter a State of Vermont e-mail address and emergency contact information in VTHR.
- B. The e-mail address is the primary means to send employees notifications within VTHR.

2. Employee VTHR Time Entry

- A. Timesheet: All department employees will enter time in VTHR using the procedures set by the Agency of Administration.
- B. Submission Deadline: Employee time reporting will be entered by Agency of Administration submission deadline at the end of each pay period. Supervisors may set submission deadlines for their direct reports in order to meet required deadlines.
- C. Approvals and Documentation: All employee leave must be documented on the department's Leave Authorization Form. All employee overtime must be documented on the department's Activity Log.

1. Overtime

- A. Activity Log: All overtime hours reported must be supported on the Public Safety Activity Log (attachment B). This form should have sufficient detail to show time

was authorized and time was for a business purpose. The employee will sign and submit the form to their supervisor.

1. Details must include (1) description of work (2) time of day for the reported time (3) the employee's regular scheduled hours (3) work location and, (4) case number as appropriate for VSP overtime.
Activity Log Example: payroll training overtime 1700-1900 (REG 0800-1700) Waterbury
2. This form must be filled out and signed by the employee prior to submitting time in VTHR.

B. Task Profile: Overtime must have an appropriate task profile selected in VTHR. Unless your position is primarily funded through a specific program³, all overtime requires separate fund tracking through a task profile.

C. Cash only Overtime: The following overtime may only be worked for **cash** not compensatory time⁴.

- (a) Grant funded overtime⁵
- (b) Sworn Long-Term contract
- (c) Sworn AOT Work Zone detail
- (d) Special Project details (such as Vermont City Marathon) in which the department must record financial information for reimbursement.

D. DPS Activity logs are to be retained by supervisors in accordance with the record retention requirements shown below. Supervisors may retain electronic files of signed Activity Logs.

2. Leave Authorization

- A. All department employees must report authorizations of leave on the department's Leave Authorization Form. Please refer to the relevant CBA regarding when leave approval needs to occur, however the form must be complete before leave is entered in VTHR.
- B. In circumstances where the Leave Authorization Form could not be filled out prior to the employee's leave; the form must be filled out after-the-fact and the explanation noted on the form as to why pre-approval did not occur. If another document such as e-mail can be used to support pre-approval, it is the responsibility of the supervisor to maintain this documentation along with the Leave Authorization Form.

³ Public Safety's Business Office will maintain a reference sheet of positions that are primarily funded through a specific program.

⁴ Under your CBA some holidays will contractually give compensatory time only instead of cash for the first 8 or 9 hours of overtime. An example would be The Day-After-Thanksgiving. In this case follow the CBA contract and report compensatory time.

⁵ Federal grants may fund compensatory overtime instead of cash overtime if you are a permanent employee and the grant is your position's primary funding.

- C. Examples of when leave approvals should occur under non-management CBA are shown below:

Annual Leave:

Article 30 of Non-Management Bargaining Agreement part 2. (n) *“Vacation scheduling is the exclusive prerogative of the appointing authority. Leave **must be requested in advance** by the employee and is subject to approval by the appointing authority or his delegated representative. Such approval shall not be unreasonably withheld. Employees, who request a prompt response in order to make travel or lodging reservations, shall have their leave request responded to no later than between three (3) days and the stated deadline for making such reservations.”*

Article 30 of Non-Management Bargaining Agreement part 3. (a) (2) *“Notify his or her supervisor as soon as possible if (s)he is unable to report for work due to weather conditions, impassable roads, or other emergency situations.”*

Sick Leave:

Article 31 of Non-Management Bargaining Agreement part 2.(b)(5) *“Unless physically unable to do so, an employee shall notify his or her supervisor or other person designated by the appointing authority no later than one hour prior to the beginning of the scheduled workday, of his or her inability to report to work and the nature of the illness.”*

RECORD RETENTION:

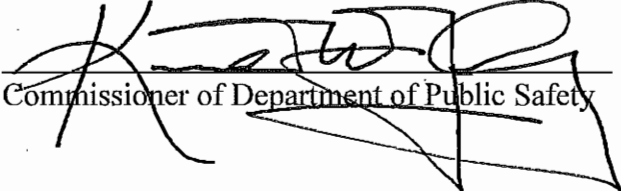
Department forms mentioned in this procedure shall be kept by the supervisor for seven years after the end of the state fiscal year that the document pertains to, then destroyed (shred). Additionally, documents that are related to a pending audit or litigation are to be retained until the end of audit or litigation plus 3 years.

Leave forms and Activity Logs must be made available by the supervisor for inspection by any authorized representatives of the State or Federal Government upon request.

Chain of Custody: Supervisors are responsible for making these documents available to others that take over their responsibilities if they are out or if they leave their position.

POLICY EXCEPTIONS:

Exceptions to this policy must be made on a case by case basis with the written approval of the Commissioner of Public Safety.


Commissioner of Department of Public Safety

4/24/13
Date

**VERMONT DEPARTMENT OF PUBLIC SAFETY
Leave Authorization Form**

SECTION A: GENERAL INFORMATION

1. Employee Name:	2. Employee ID:
3. Division (and unit):	4. Position (or acting ICS Position):

SECTION B: LEAVE AND OVERTIME RECORD

TYPE	FROM	TO	HOURS	COMMENT
1. Annual (vacation)				
2. Compensatory Time Off				
3. Personal				
4. Off Payroll (explain)				
5. Civic Duty Leave				
6. Annual Military				
7. Jury Duty				
8. Other (explain)				
9. Sick (personal or family illness)				
10. Sick (Dr. Appt.)				
11a. Request for Overtime <i>check one</i> () Cash () Comp				
11b. Request for Overtime <i>check one</i> () Cash () Comp				
11c. Request for Overtime <i>check one</i> () Cash () Comp				
11d. Request for Overtime <i>check one</i> () Cash () Comp				
11e. Request for Overtime <i>check one</i> () Cash () Comp				
11f. Request for Overtime <i>check one</i> () Cash () Comp				
11g. Request for Overtime <i>check one</i> () Cash () Comp				
Total Hours			0.00	

SECTION C: LEAVE AND OVERTIME APPROVAL

Employee Signature: APPROVED () yes () no	Date:
Appointing Authority or Delegated Representative Signature:	Date:

VERMONT DEPARTMENT OF PUBLIC SAFETY

Activity Log

SECTION A: GENERAL INFORMATION

1. Employee Name:	2. Employee ID:
3. Division (and unit):	4. Position Title (or acting ICS Position):

SECTION B: ACTIVITY LOG

	DATE	HOURS		TOTAL HOURS	CASE NUMBER	LOCATION	DESCRIPTION
		FROM	TO				
1							
	Regular Shift						
2							
	Regular Shift						
3							
	Regular Shift						
4							
	Regular Shift						
5							
	Regular Shift						
6							
	Regular Shift						
7							
	Regular Shift						
8							
	Regular Shift						
9							
	Regular Shift						
10							
	Regular Shift						
11							
	Regular Shift						

SECTION C: ADDITIONAL NOTES

SECTION D: APPROVAL

Employee Signature:	Date:
APPROVED () yes () no	
Appointing Authority or Delegated Representative Signature:	Date: