STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES

SECTION:	PAYROLL	**PAGE:**	1 of 5
PROCEDURE:	Time Entry Review, Approval, & Delegation	**PROCEDURE #:**	PA - 002
ISSUE DATE:	04/30/2013	**REVISION DATE:**	

PURPOSE:

To document the process the department uses for (1) supervisor time entry review and approval (2) DPS Business Office time entry financial management (3) delegate time entry in VTHR.

DEFINITIONS[1]:

VTHR – the 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.

Approver – supervisors who have the ability in VTHR to approve time for employees. An approver may be a direct supervisor or an indirect supervisor further up in the approval chain for a specific group of employees.

Collective Bargaining Agreement (CBA) - 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 document.[2]

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.

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[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

Regular Hours - The following hours shall be considered regular hours for the purpose of this document: hours actually worked, hours on annual leave, compensatory time off, unworked holidays, paid VSEA leave time, court and jury duty, & personal leave.

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 define 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. Managing Employee WorkGroup and TaskGroup Assignments

    A. WorkGroup Assignments: HR manages employee workgroups in VTHR based on supervisors sending in Personnel Action Requests (PAR). HR will send DPS Business Office notifications of PAR's when an employee's work assignment changes. The workgroup assignment determines the Time Reporting Codes (TRC) an employee has available to them in VTHR.

    B. Task Group: DPS Business Office manages task groups based on notification from the HR office and by changes in budget, contracts and grant funding. The Task Group determines the Task Profiles (funding source) an employee has available to them to fill out their timesheet in VTHR.

2. Steps for Supervisor review of payroll information

IMPORTANT! If a supervisor will not be available to approve their employee's time, they are responsible for ensuring a backup process for approval is in place. Approvers have to be set up with the proper access in the system to approve time for specific employees. Please be aware that a supervisor's backup time approval plan must be developed and set up and understood by all concerned in advance to ensure that all proper accesses are in place.

A. Step 1: After the employee Time Entry submission deadline and before the supervisor approval deadline: Go into VTHR Time Entry system and check to make sure all of your direct report employees have submitted time.

If all employees are entered in VTHR: Go to step 2. *If not* see the below table and follow the steps outlined

Employee Status	Action Step
Employee has not completed their time in VTHR- reason unknown to supervisor.	Contact employee and make sure that they enter their time immediately. Then go into VTHR, review and approve.
Employee has not completed their time in VTHR – they worked the entire pay period, the reason for not entering time is unknown, and the employee cannot be reached in time to meet submission deadline.	Send a message to a delegate (See also delegate section below) with explanation and let them know they must enter the time. Be sure to follow up with employee and make sure they understand process and requirements so situation is not repeated.
Employee is on approved leave with a completed leave form, and will not be able to fill out their own time.	Send a message to delegate (see also delegate section below) and attach the completed leave form and let them know they must enter the time.
Employee is on approved leave, will not be able to fill out their own time, and has not yet completed a leave form	If the employee is on leave and has not signed the leave request form, the supervisor must sign a leave approval sheet with the known leave status of the employee. Then submit this to the delegate (see also delegate section below) to enter time.
Employee is on unapproved leave, will not be able to fill out their own time, and has not yet completed a leave form*	If the employee is on unapproved leave and has not signed the leave request form, the supervisor must sign a leave approval sheet with the known leave status of the employee. (leave status may be "off payroll" if unauthorized). Then submit this to the delegate (see also delegate section below) to enter time.

Supervisors please note:

- *All requests to delegates to enter time on behalf of one of your employees must include the employee's regular work schedule and regular days off.*

- *Once you are notified the time has been entered by a delegate you must approve the time in VTHR.*

*If a leave slip was not signed by the employee, the supervisor is responsible for ensuring the employee and/or DPS Human Resources complete the appropriate documentation as soon as possible.

B. <u>Step 2:</u> Check leave authorization forms against time entered by each employee
   1. Make sure all authorized leave has been reported. If not, have the employee correct this error.
   2. Check to see if any leave was reported without an approval sheet. If so, have the employee correct this error.

C. <u>Step 3:</u> Overtime
   1. Check time against DPS Activity Log.
   2. Make sure all overtime has a task profile selected and that it is correct
   3. Make sure cash/comp selection is correct based on the overtime status of the employee and for the type of work performed.

D. <u>Step 4:</u> Check task profiles for allowable time entry
   1. Task profiles set for specific employees should not be reported by anyone else
   2. Task profiles applicable only for overtime should not be selected for regular time. If you have a question about this, contact the DPS Business Office for guidance.

E. <u>Step 5:</u> Check to make sure all employees enter appropriate amount of regular hours (i.e. 80 hour, 90 hour, or part-time employee hours per pay period)

F. <u>Step 6:</u> Check if holidays are correctly reported.

G. <u>Step 7:</u> Check if shift differentials are correctly reported.

H. <u>Step 8:</u> Check if Call-in and Standby pay are correctly reported.

I. <u>Step 9:</u> (VSP Only) Check if zone duties are correctly reported.

J. <u>Step 10:</u> Approve employee time in VTHR

3. Supervisors must keep copies of leave approval forms and activity logs in accordance with record retention noted below. This documentation will be subject to audit, and must be made available by the supervisor upon request by internal and/or external authorized personnel.

4. **Delegates**

A. It is expected that all employees will enter their own time in the VTHR system. As noted above, in very limited circumstances, and if there is no other option available, a supervisor may make a request of the DPS Business Office to enter time for an employee as a "delegate". If they wish to request that a Business Office delegate enter time for one of their employees, they must send an email request with an explanation and attach any required and approved backup documentation to the following email address:

DPS.timesheets@state.vt.us

B. IN ALL CASES WHEN TIME IS ENTERED ON BEHALF OF ANOTHER EMPLOYEE BY A DELEGATE, THE DELEGATE MUST ENTER AN EXPLANATION IN THE **COMMENTS FIELD** IN VTHR..

C. Delegates may only enter regular hours for a standard workweek of an employee. They may not record any special pay. All time entered by a delegate will follow the below process:

  1. If the employee submission deadline has passed and the employee has not responded to requests to enter their time, then the delegate may enter the standard workweek for the employee.
  2. Delegates will only record leave if they have properly authorized backup documentation.
  3. If required, supervisors are responsible to make sure corrections are made and properly documented for time entered by a delegate.

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 (shredded). 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.

Support for grant-funded activity must be retained by the supervisor for three years after final grant payments and all other pending matters are closed. See the DPS Grant Management Unit Director if you have any questions.

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 gain their responsibilities if they are out or if they leave their position.

Documents that are related to a pending audit or litigation are to be retained until the end of audit or litigation plus 3 years.

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.
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_____   ____4/24/13____
Commissioner of Department of Public Safety   Date