

Procedures for payroll timesheet processing and adjustments

1. Timesheets are distributed to employees by their department's timekeeper.
2. The timesheet is to be completed by the employee with start/end times as well as all regular and exception hours.
3. The employee approves the completed timesheet by signing it at the bottom. The employee then turns the completed and signed timesheet into their timekeeper. (Although HR/payroll reviews the entire timesheet for accuracy, the right side of the timesheet is used by HR/payroll for keying purposes. It must, however, be completed by the employee or the timekeeper.)
4. The timekeeper verifies the employee's schedule against what the employee has recorded on the timesheet, checks the accuracy of addition and subtraction, the accuracy of any exception hours (i.e. overtime, shift diff, comp used or earned, holidays, leave, etc.), and the accuracy of the start/end times to maintain compliance with the Fair Labor Standards Act (FLSA), the union contracts, the personnel ordinance and any applicable Borough policies.
5. If a discrepancy is discovered by the timekeeper they are to contact the employee, discuss the discrepancy and the employee makes any necessary adjustments to the timesheet then initials those changes.
6. The timekeeper forwards the timesheet to the department head or designee who attests to final approval of its accuracy by signing the timesheet.
7. The timekeepers submit their department's completed and approved timesheets to HR/payroll along with a "Summary of Hours" cover sheet by the specified due date.
8. When timesheets are received by HR, payroll reviews and checks the start/end times, the hours worked, all exception hours and the totaled sections for accuracy based on FLSA, the union contracts, the personnel ordinance and any applicable Borough policies.
9. If a discrepancy is found by payroll on the right side of the timesheet (due to addition/subtraction errors) payroll makes the change and keys the timesheet accordingly.
10. If a discrepancy is found on the left side of the timesheet that would result in an incorrect overpayment or underpayment to the employee based on FLSA, the union contracts, the personnel ordinance or any applicable Borough policies, payroll will make a note and key the adjustment. (HR/payroll will maintain a copy of the original timesheet along with a copy of the note that was submitted back to the employee.) The original timesheet will be returned to the employee through their timekeeper along with a note explaining the adjustment to be made. The employee must correct the timesheet accordingly and initial the change. The department head or designee must also initial the adjustment and the original timesheet must be submitted back to HR/payroll in a timely manner.
11. If payroll finds a discrepancy between the start/end boxes and the total hours recorded above these boxes (on the left side of the timesheet) the hours recorded by the employee just above the start/end times will be used by payroll for keying/paying purposes. The original timesheet will be returned to the employee through their timekeeper requesting an adjustment of either the start/end times or the hours so that they equal each other. The employee must correct the timesheet accordingly and initial the change. The department head or designee must also initial the adjustment and the original timesheet must be submitted back to HR/payroll in a timely manner. If this adjustment results in a change to pay already processed, the pay adjustment must be put on the next pay period's timesheet and it will be adjusted accordingly.

12. Should the employee disagree with the adjustment being made they should discuss the issue with their timekeeper and/or supervisor. If the matter cannot be resolved at this level the employee should contact the Personnel/Payroll Manager and if the matter still cannot be resolved the employee should contact the Human Resources Director.
13. If any further adjustments are necessary based on a discrepancy resolution the employee should place the adjustment hours on the next pay period's timesheet and HR/payroll will make the necessary adjustment at that time.
14. If HR/payroll, the timekeeper, the department head, or the employee discover a discrepancy after payment has been made all parties involved should be contacted, and a resolution agreed upon; the result will be adjusted accordingly. (Depending on the situation a check may need to be voided and reissued, hours may need to be adjusted on the next pay period timesheet, an additional check may need to issued, etc.).

NOTE: If discrepancies are discovered by HR/payroll prior to the keying change cutoff deadline of 10 a.m. on Thursday after the pay period end date every effort will be made to have the timesheet adjusted prior to finalizing payroll for that pay period.

NOTE: When recording time on your timesheet the start/end section should represent actual time worked. When recording the TOTAL time worked (located above your start/end times on your timesheet) all times should be rounded to the nearest 15 minute increments, (.25/.50/.75). (I.e. if you start work at 7:55 a.m. your time should be rounded to 8 a.m.; if you start work at 7:47 a.m. your time should be rounded to 7:45 a.m.)

Our goal is to pay all employees accurately and timely and in accordance with FLSA, the union contracts, the personnel ordinance and applicable Borough policies.