

DIVISION OF ADMINISTRATION  
OFFICE OF HUMAN RESOURCES  
EMPLOYEE ADMINISTRATION  
ON-LINE TIME ENTRY SYSTEM

PROCEDURE NAME:

On-line Time Entry Documentation and File Maintenance  
Requirements

PURPOSE AND DESCRIPTION:

This procedure outlines the minimum agency requirements for documentation to be maintained by the time administrator and the manner in which the documentation files should be kept. The minimum documentation required by the agency does not prohibit the user from maintaining any additional documentation they feel is necessary. **ZT20 will only be required if the agency/section has implemented the use of the Online Attendance feature in ISIS-HR.**

RESPONSIBILITY:

Section Head/Time Administrator

ACTION:

1. Determine format to be used for daily attendance sheet. The attendance sheet must have the following fields:

- a. Employee name
- b. Daily hours worked
- c. Daily hours leave taken and type leave taken
- d. K-leave earned
- e. Area for the employee to initial indicating they have verified their time
- f. Approval area to be signed by supervisor or person with delegated authority

Time Administrator

2. After the data for the pay period has been entered and accepted into the system, the following information is

to be kept as the minimum backup required by this agency:

- a. Daily attendance sheets initialed by the employee and approved by their supervisor or person with delegated authority
- b. Leave slips signed by the employee and approved by their supervisor, if not entered through LEO. (see NOTE: a. below)
- c. Copies of overtime/compensatory approval forms, if not entered through LEO.
- d. Prior Period adjustment forms
- e. Validated Time Entry Audit Report (ZT02)
- f. Validated Time Workflow Audit Report (ZT20)

NOTE: a.) Leave slips for any leave other than annual, sick or compensatory leave require specific documentation (backup). Please refer to DOA Personnel Policy No. 6, the Agency Policy issued by the Office of Personnel Services that outlines these requirements.

3. Establish a separate file for each pay period in which all documentation for that given pay period is maintained.

NOTE: b.) Maintaining documentation in this manner will allow audit review with a minimal amount of staff involvement and interruption.

4. Retain files established in step 3. above for three fiscal years unless the payroll records in your unit(s) are subject to federal guidelines that are more stringent than the State's three year record retention requirement.

Note: c.) With the implementation of On-line Attendance and Leave through LEO, it will be necessary to maintain written authorization from the section head delegating authority to the supervisors for approval of compensatory time.