



County of San Bernardino

*e*Time

Implementation and Internal Control

Guideline

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Introduction

The goal of the eTime Project is to phase out centralized paper driven time entry by allowing employees to enter and submit time electronically and by giving managers the ability to approve or deny the employee's time using a web-based method within the EMACS system. EMACS is the County's web-based payroll system.

Overview

The purpose of this document is to provide an eTime Implementation and Internal Control Guide for those entities and departments who currently submit paper Time and Labor Reports (TLR) each pay period for centralized time entry. eTime replaces the paper goldenrod 'TLRs' and green 'Request for Paid Vacation or Sick Leave' (green slips). This guide will describe eTime roles and requirements for a successful transition from paper to online entry.

Background

The EMACS Steering Committee includes representatives from ACR, HR, ISD and CAO Departments. They directed the EMACS Development Team to replace the business practice of sending paper timesheets to a 3rd party service provider for keying and transmitting to the payroll system.

Project Status

The transition from paper to web-based reporting consists of two phases: (1) Pilot Group Implementation and (2) Full Workforce Implementation.

The Pilot Group Implementation included ACR, HR, ISD, CAO, Board of Supervisors and Probation departments, consisted of approximately 900 employees, and ran from February 2006 to February 2007. Time submissions and approvals for these employees have resulted in successful paychecks each pay period.

Pilot group feedback has been positive and resulted in several enhancements to eTime. These enhancements, including 9/80 work schedules, are now included in eTime and ready for Phase 2 – Full Workforce Implementation.



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eTime Benefits

eTime is a significant improvement over the paper and labor intensive old way of submitting time.

eTime benefits include:

- ◆ EMACS Security
- ◆ Paperless Time Submission
- ◆ Real Time Reporting – No Forecasting
- ◆ Daily Time Reporting
- ◆ Automation of 9/80 Schedules
- ◆ Default Work Schedule automatically populates the Time Entry page
- ◆ Absence Requests and Holiday Hours automatically populate the Time Entry page
- ◆ Online approvals
- ◆ Online edits before time is 'submitted'
- ◆ Leave Balance Edits
- ◆ Reported Hours balanced to Standard Hours (expected hours worked each pay period)
- ◆ Electronic timestamps
- ◆ Automated notification emails

eTime Payroll Deadlines

eTime pay period deadlines differ from paper TLR deadlines. Time should be submitted for approval AFTER the pay period end date and before 2:00 pm on Tuesday following the pay period end date. The deadlines are displayed on the eTime Entry page and emails are automatically sent to all eTime reporters listing the deadlines for each pay period.

Manager/Approvers cannot approve any timesheets until AFTER the pay period end date and their deadlines also appear on the Mass Approval page.

eTime deadlines for a normal pay period are after the pay period end date as follows:

Employee – 2:00 pm Tuesday

Manager/Approver – 2:00 pm Wednesday

Departmental Time Administrator – 9:00 am Thursday

System Time Administrator (EMACS - Payroll) – End of business day on Thursday



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eTime Roles

eTime defines six (6) different roles for employees who assist in processing time. The role names and responsibilities are described below.

Employee (EE)

Responsibilities: Submit Timesheets, Absence and Overtime Requests

All employees will report daily time. EMACS requires all employees or their delegates to create a default work schedule before allowing them to complete their first timesheet. Employees may edit their default work schedule as necessary thereafter. Because timesheets automatically populate with the default schedule, employees do not have to type in their time every pay period. Employees who work their default schedule will simply submit their timesheet for approval; employees who work time other than their default schedule will edit their timesheets before submittal.

Additionally, employees are responsible for correcting errors identified by eTime during its edit process. Errors must be corrected before eTime will accept the timesheet submittal. Errors include leave balance edits in which employees will not be permitted to code more leave than they have in their accrued leave balances.

Manager/Approver (MGR)

Responsibilities: Approve or Deny Timesheets, Absence and Overtime Requests

Managers or their delegates are responsible for approving, denying or modifying timesheets, absence and/or overtime requests submitted by their employees or Departmental Time Reporters. All employees are considered 'positive' time reporters, meaning their time must be approved before it is processed by EMACS. Approval of time is at the 'employee' level and not at a 'daily time' level, so all of an employee's time must be either approved or denied. Time can be approved in mass or individually by employee.

Departmental Time Administrator (DTA)

Responsibilities: Payroll Clerk Duties

Departmental Time Administrators are responsible for coordinating, monitoring, reviewing, and correcting all employee timesheets and payroll processing exceptions for their respective departments. Time entered by a DTA is considered approved and will not require a manager's review. More than one DTA can be assigned to a department and they will assist System Time Administrators (STA) within Central Payroll to correct employees' eTime entries as appropriate.

Departmental Security Administrator (DSA)

Responsibilities: Maintain Approval Hierarchy

Departmental Security Administrators have responsibility for maintaining the time approval hierarchy within their respective departments. They assign a manager/approver to each employee and can also designate alternate managers (backup approvers) to delegate approval authority. Depending on the departments size and security needs, a department can have more than one DSA and have the flexibility to give each DSA access to the entire department or to limit access to specific sections/divisions within the department.

This role may be assigned to anyone in the department who does not have a manager role assigned for payroll or 'root' security access to EMACS. Root access within EMACS means the employee has county-wide access to all employees and the access is not limited to their respective department.

Also, the selection of the DSA does not need to be dependent on the person having current payroll responsibilities within the department.

Departmental Time Reporters (DTR) (Optional)

Responsibilities: Enter time on behalf of other employees



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Departmental Time Reporter(s) have the ability to enter time on behalf of multiple employees to assist those who not have computer access. They can update the employee's User Preference page so the timesheet will pre-populate with default time. They must correct errors and submit time to a manager for approval before the employee will receive a paycheck.

Note: The use of DTR is not necessary in all departments. Departments should consult with the EMACS Development Team for use of this role.

System Time Administrator (STA)

Responsibilities: Oversee payroll, corrections, deadlines and processing of timesheets

System Time Administrators (EMACS - Payroll only) have responsibility for overall coordination, monitoring, reviewing and correction of time and payroll processing exceptions for all departments. Time entered by a STA is considered approved and will not require a manager's review. STAs can also enter time for self-governed districts unable to electronically access EMACS or on behalf of employees where manual procedures are deemed necessary.

Role Summary

In summary, all departments will have staff assigned to EE, MGR, DTA and DSA roles. The role of DTR is reserved for departments whose employees lack access to a computer and elect to key timesheets centrally within the department. STAs are assigned to Central Payroll only.



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eTime Processes

The eTime processes for each of the roles discussed in the previous section are outlined below.

Employee/Manager User Preferences

Navigation - Employee: Main Menu → Self Service → eTime Reporting → eTime User Preferences

Navigation - Manager: Main Menu → Manager Self Service → eTime Management → eTime User Preferences

User Preferences allow employees or their delegates to specify the default work schedule and labor distribution schedule, if applicable, that will pre-populate their timesheets each pay period. Managers must assign their 9/80 employees to the appropriate 9/80 Work Schedules. The employees must accept their assigned 9/80 Work Schedules before they are permitted to report time. Managers are also able to select email notification options concerning their direct report employees.

Time Entry

Navigation - Employee: Main Menu → Self Service → eTime Reporting → eTime Entry

Navigation - Manager: Main Menu → Manager Self Service → eTime Management → eTime Entry

The default work schedule 'pre-populates' the timesheet each pay period. Fixed holidays and approved or submitted absence requests merge into the timesheet for the appropriate pay period. Each employee or delegate must 'submit' time for approval by the manager. All errors must be corrected before eTime will accept the submittal of the timesheet. Any approved overtime hours must be manually added to the timesheet for the appropriate pay period.

Mass Approval

Navigation: Main Menu → Manager Self Service → eTime Management → eTime Mass Approval

Managers can use the eTime Mass Approval page each pay period to monitor and manage their employees' timesheets, absence and overtime requests. A summary list of employees is presented based on the search criteria entered on the page. The status column shows if their respective timesheets and requests are approved, denied, missing, submitted, or saved but not submitted. This page also reports discrepancies between absence requests and timesheets and indicates if employees reported more or less than their standard hours. (Standard hours represent the number of hours an employee is expected to work each pay period). Filters are provided to assist in reviewing information at a more granular level.

Absence Requests and Authorizations

Navigation Employee: Main Menu → Self Service → eTime Reporting → eTime Absence Request

Navigation - Manager: Main Menu → Manager Self Service → eTime Management → eTime Absence Request

Employees can use the Absence Request page to apply for leave online. Managers can approved or deny Absence Requests online for current and future pay periods.

Note: Absence Requests in a 'submitted' or 'approved' status will automatically populate the timesheet for the appropriate pay period.



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Overtime Requests and Authorizations

Navigation Employee: Main Menu → Self Service → eTime Reporting → eTime Overtime Request

Navigation - Manager: Main Menu → Manager Self Service → eTime Management → eTime Overtime Request

Employees can use the Overtime Request page to seek authorization for overtime or 'return-to-work' pay such as on-call and/or standby pay online. Managers can either approve or deny Overtime Requests online.

Note: Overtime Requests will not automatically populate the timesheet and are considered informational. Approved overtime hours and or 'return-to-work' hours must be manually added to the timesheet.

Manager Assignment

Navigation: Main Menu → Manager Self Service → eTime Management → eTime Manager Assignment

Departmental Security Administrator(s) must assign employees to a manager/approver.

Alternate Manager Assignment

Navigation Employee: Main Menu → Self Service → eTime Reporting → eTime Alternate Manager

Navigation - Manager: Main Menu → Manager Self Service → eTime Management → eTime Alternate Manager

The Departmental Security Administrators can 'link' one group of employees to more than one manager to allow delegation of approval authority. Also, managers have the same ability to add and remove their own alternate managers. Both roles can delegate approval authority for a limited time by adding an expiration date, or leave open-ended.

Manager Time Summary

Navigation: Main Menu → Manager Self Service → eTime Management → eTime Manager Summary

Departmental Time Administrators can use the Manager Summary page to monitor the reporting and approval of time by each and every manager/approver within their own departments. System Time Administrators have the same ability for the entire County because their security is not limited to a specific department.

Department Time Summary

Navigation: Main Menu → Manager Self Service → eTime Management → eTime Department Summary

Departmental Time Administrators can use the Department Summary page to monitor the reporting and approval of time by division, branch or section within their own departments. System Time Administrators have the same ability for the entire County because their security is not limited to a specific department.

Audit History

Navigation: Main Menu → Manager Self Service → eTime Management → eTime Audit History

All user roles except the Departmental Security Administrators and employees have access to eTime Audit History information. This table maintains an audit trail of additions, changes or deletions of timesheet entries. Whenever time is submitted for approval, the date/time stamp and employee Id is recorded in EMACS. Likewise, whenever a timesheet is approved or denied, the employee Id and date/time stamp is recorded. Similar audit trails are maintained in EMACS for Absence and Overtime Requests and work schedule changes (9/80 schedules) and are available for viewing online.



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eTime Deadline Calendar

System Time Administrators (EMACS - Payroll) coordinate payroll processing deadlines with Departmental Time Administrators. From a system standpoint, System Time Administrators monitor employee status and control the deadline schedules for daily time processing. They also coordinate corrections, payroll processing exceptions and request amended time as appropriate.



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Roles and Processes Summary

eTime User Roles are summarized in the following matrix to provide an overview of which role is responsible for each process.

| Process | Roles | | | | | |
|---------------------------------------|---------------|--------------------------------------------|-------------------------------------------------------|-------------------------------------------|----------------------------------|---------------------------------------------------|
| | Employee (EE) | Manager/ Approver Alternate Approver (MGR) | Departmental Time Administrator (Payroll Clerk) (DTA) | Departmental Security Administrator (DSA) | Departmental Time Reporter (DTR) | System Time Administrator (Central Payroll) (STA) |
| Manager Assignment to Employee | | View Only | | X | | |
| Alternate Manager/Approver Assignment | | X | | X | | |
| User Preferences | X | X | X | | | |
| 9/80 Assignments | | X | X | | | |
| Time Entry | X | | | | X | |
| Time Approval ⁽¹⁾ | | X | X | | | X |
| Absence Request | X | | | | | |
| Absence Approval ⁽²⁾ | | X | X | | | |
| Overtime Request | X | | | | | |
| Overtime Approval ⁽²⁾ | | X | X | | | |
| Mass Approval | | X | X | | | X |
| Manager Summary ⁽³⁾ | | | X | | | X |
| Department Summary ⁽³⁾ | | | X | | | X |
| Audit History | | X | X | | X | X |
| Deadline Calendar | | | | | | X |

Legend:

- (1) Manager/Approvers, Departmental Time Administrators, and System Time Administrators have the ability to complete and approve the timesheet on behalf of the employee.
- (2) Manager/Approvers and Departmental Time Administrators have the ability to complete and approve an absence or overtime request on behalf of the employee.
- (3) The Department and Manager Summary pages replace the manual method of 'checking off' paper timesheets (TLRs) turned in by employees and managers for processing.



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eTime Implementation

The EMACS Development Team is committed to assist all departments and entities with all phases of their eTime implementation.

A department contact person must be selected for coordination efforts between the EMACS Development Team and the department. A pre-planning meeting is necessary to lay the 'ground work' for a successful roll-out of eTime.

Implementation must be timed within the payroll cycle. The optimal time to begin eTime occurs every two weeks during the first week of the pay period. Refer to the eTime Implementation Calendar in Appendix C for further details.

For eTime Implementation for your department, please contact:

Geraldine Mayo, EMACS Manager
EMACS Development Team
Auditor-Controller-Recorders Office
909-386-9072 or email geraldine.mayo@atc.sbcounty.gov

eTime Training Requirements

There are four (4) eTime web-based training modules (WBT) located on the EMACS website for the roles: (1) employee and departmental time reporter, (2) manager/approver, (3) departmental time administrator and (4) departmental security administrator. The tutorials are available from the County Intranet or over the internet located at: <http://www.sbcounty.gov/Uploads/EMACS/forms/eTime%20-%20Web%20Based%20Tutorial.pdf>

The tutorials are designed as a self-service learning tool and all employees are required to review the employee WBT before they are allowed to use eTime. Macromedia Flash version 6.0.65 or higher must be installed on the user's computer in order to view the tutorials.

Department Responsibilities

In order to have a successful eTime implementation, each department or entity must ensure their employees and computers are capable of accessing EMACS and viewing the WBT. eTime relies on email for communication. Although it is not required for all employees to have a work email address, it is highly desirable. Alternatives can be discussed and pursued if some employees do not have access to a computer or email.

Responsibilities BEFORE eTime Rollout

Access to eTime Web-based Tutorials and EMACS

These tasks should be completed by the IT group within your department:

✓ Computer Access

Identify employees within the department who do not have access to a computer and determine course of action. Employees have the option of accessing EMACS and the WBT's from the intranet or from the internet.

EMACS accessibility for hardware, network and web browser requirements are listed on the EMACS website located at the following link: <http://countyline/emacs/install.asp>. Also included on the website are instructions for a simple test to determine if the computer can access EMACS.

✓ Email Addresses

Identify employees within the department who do not have email and determine course of action. Employees have the ability to update their own email address within EMACS self-service.



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- ✓ Macromedia FLASH
Identify computers without Macromedia FLASH, version 6.0.65 or higher and install. (Note: for employees granted access to add updates to their computers; the eTime Web Based Tutorial will scan the computer to determine if Macromedia is present. If not, it will install automatically.)
- ✓ Pop-up Blockers
Pop-up Blockers for Web based browsers must recognize EMACS as a trusted site. Some pages in eTime will open a new page and pop-up blockers must be set to allow this to occur.

Departmental eTime Role Assignments

These tasks should be completed by someone at the appropriate level of authority within your department:

- ✓ Departmental Security Administrator Role (DSA)
Determine, by position and employee, who will fill the Departmental Security Administrator Role(s) for your department. Responsibilities include assigning managers/approvers to employees and assisting managers/approvers in adding alternate managers/approvers. Your departmental procedures for new hires, transfers, promotions/demotions and terminations should be updated to include notification of the employees in this role. The number of DSAs required by your department can be discussed at the time of implementation. Assign a minimum of two employees, one for primary and one for backup duty. Remember, the position and employee assigned to this role cannot have 'root' security access to EMACS. Root access within EMACS means the employee has countywide access to all employees and the access is not limited to their respective department.
- ✓ Departmental Time Administrator Role (DTA)
Since electronic processes are replacing paper time collection and submission, tasks for this role have been streamlined and processes can be monitored in eTime. The number of DTAs required by your departments can be determined at the time of implementation or thereafter adjusted. It should include a minimum of two employees; one for primary and one for backup. Larger departments may require additional staff as DTAs.
- ✓ Manager Approval Hierarchy
At initial eTime setup, each department must determine the approval hierarchy for timesheets for each division within the department. An organizational chart or other internal document may be useful for this task. On a go-forward basis, the DSA will update manager/approvers and employees for applicable pay periods.
- ✓ Alternate Manager/Approver Assignments
At initial eTime setup, each department should identify 'backup' manager/approvers. Backup manager/approvers will receive access to approve employee timesheets when the direct manager is unavailable to approve time by pay period deadlines. On a go-forward basis, the DSA or manager/approver will update (assign or remove) alternate manager/approvers.
- ✓ Payroll Master Calendar
eTime deadlines differ from paper TLR deadlines shown on the 'Master Calendar for EMACS Processing'. In anticipation of eTime implementation, the Master Calendar has been updated to show separate deadlines for HR paperwork (Step Advances, JARs) and Payroll Adjustments each pay period. Refer to the 'Master Calendar for EMACS Processing' for deadlines. Your internal payroll section will have a copy of this calendar.



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Responsibilities AFTER eTime Rollout

The items listed below are meant to be used as a 'reminder' and check off list

- ◆ Implement Master Calendar events for eTime cut-offs
- ◆ Implement procedures for Departmental Security Administrator notification
- ◆ Implement revised procedures for eTime (TLR Collection)
- ◆ Monitor eTime Training for new Employees
- ◆ Implement procedural changes for absence requests
- ◆ Implement procedural changes for 9/80 schedules
- ◆ Implement procedural changes for new hires



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Appendix A – eTime Internal Control Recommendations

Introduction

Departments are responsible for implementing and monitoring adequate internal controls in the payroll process. The primary objective of these internal controls is to ensure that hours worked, hours in paid leave status, and hours absent without pay are properly reported. Time reports should be authorized and approved at the proper level within the department. When time reporting and approval methods change from paper to electronic, internal control methods must also change.

Purpose

This section of the manual will prescribe the minimum internal controls that departments should establish when they implement eTime. Supervisors and managers should monitor these controls closely so the payroll process will operate effectively and efficiently. One of the benefits of implementing eTime is that EMACS system security and eTime audit features will assist departments in maintaining and monitoring controls.

Authorization and Separation of Duties

eTime Roles

Following are descriptions of the six different eTime roles. Each role has its own security profile in EMACS. This security feature prevents employees assigned to one role from performing functions of another role for which they are not authorized.

1. **Employee** – Employees will accurately record all time. Reported time includes absences without pay and paid leave time. If applicable, employees will code time to the appropriate labor distribution codes. After entering their time, they will verify and submit their timesheet. Employees should request overtime and non-emergency leave time in advance.
2. **Manager/Approver** – Manager/Approvers will authorize and approve eTime submissions from their employees. They should designate at least one alternate approver who will perform the authorizing/approving role in their absence.
3. **Departmental Time Administrator** – Also known as Payroll Clerks, Departmental Time Administrators will monitor the payroll process and review eTime transactions for their department, as necessary, for reasonableness. They can correct eTime submittals when necessary up until their deadline for the pay period. Time entered or changed by the Departmental Time Administrator requires no further approval.
4. **Departmental Security Administrator** – Departmental Security Administrators will assign Manager/Approvers to each employee within their department. They may also assign an alternate Manager/Approver in the absence of the primary Manager/Approver.

This eTime role may be assigned to anyone in the department who does not have 'root' security access to EMACS. Employees with 'Root Access' do not have their access restricted to their own departments. If an employee with root access was assigned as a Departmental Security Administrator, that employee would be able to change Manager/Approver assignments in other departments. This would not be appropriate.

5. **Departmental Time Reporter** – Departmental Time Reporters will enter and submit time on behalf of specified employees when employees are not able to electronically access EMACS. All time submitted must be approved by a Manager/Approver.



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6. **System Time Administrator** – Also known as EMACS - Payroll, System Time Administrators monitor the payroll process for all departments and review eTime transactions for reasonableness. They can correct timesheets when necessary and time entered or changed by the System Time Administrator requires no further approval.

System Time Administrators may also enter time for self-governed districts which may not have electronic access to EMACS. Manual timesheets with the appropriate approval authority must be submitted to Central Payroll before keying timesheets in EMACS.

Segregation of Duties – Departments should plan assignments to each role to maintain proper segregation of duties.

- The Departmental Security Administrator and Departmental Time Administrator functions should not be performed by the same person.
- The person who establishes Managers/Approvers in EMACS should not also be a Manager/Approver.
- No one in a lower ranking position (other than payroll clerks or Alternate Manager/Approver) should be able to approve submitted time for anyone higher in the chain of command.

Monitoring

Email Notifications – Online actions by role members generate email notifications to affected participants. All eTime participants should review all email notifications and follow up if problems or discrepancies are noted.

Audit History Page – This page is available for Manager/Approvers, Departmental Time Administrators and System Time Administrators. The Audit History page shows all changes made to the eTime entry page including who made the changes, when changes were made, when time was submitted and who approved it. The Audit History page also tracks who assigned Managers/Approvers and Alternate Managers/Approvers and who made updates to the absence and overtime pages.

Manager/Approver Review – Manager/Approver should review all changes made to reported hours after time has been approved and follow up if problems or discrepancies appear. An email is sent to the Managers/Approvers in this situation notifying them a change has occurred.

eTime Mass Approval Page – The eTime Mass Approval page lists requests that were submitted and shows when they were approved or denied by the Manager/Approver.

The Manager/Approver should review the eTime Mass Approval page for mismatches between leave and over time requests and time reported on timesheets and to compare standard hours with hours reported before approving time.

Other Recommendations for Departments

EMACS has controls in place to prevent self-approval. EMACS also generates email to alert users of actions taken. Other internal control concerns are addressed below.

Passwords may not be shared for any reason. Manager/Approvers who want a secretary or administrative assistant to help with the duties of reviewing and approving time should designate that person as an Alternate Manager/Approver.

Supervisory Review – Manager/Approvers should review eTime and leave requests in detail before approving them.

Advance Approval – Departments should require that all non-emergency leave and overtime be approved in advance. Approved leave is automatically entered on the employee time entry page to help reduce time reporting errors.



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Training and Security Access – Departments should periodically confirm that their staff has had the proper eTime training and appropriate security access to EMACS.

Alternate Manager/Approvers – Departments should ensure Alternate Manager/approvers are designated to approve time during the absence of primary approvers.

Normal Work Hours – Employees should account for all normal work hours including leave without pay.

Responsibility for EMACS Data Integrity – Departments are responsible for the accuracy of their employees' time. Departmental Time Administrators must review their Time and Labor Error Reports, also known as 'kick reports', each pay period and make corrections as needed.

9/80 Flex Schedules - Managers/Approvers and Departmental Time Administrators must pay close attention to time reported by employees on 9/80 flex schedules. Selecting an eTime 9/80 preference does not prevent an employee from incorrectly reporting hours.

Confirm that 9/80 employees correctly report 40 hours each week. A common error is that employees on flex schedules incorrectly report 44 hours in one week and 36 hours in the other. The undesired consequences for FLSA covered employees are 1) leave accruals computed on 76 hours rather than 80 hours, resulting in lower leave balances, and 2) four hours of overtime paid in error.

Confirm that 9/80 employees correctly use the AWS time reporting code.

Refer to Appendix B of this manual for the 9/80 Guidelines and the Employee Web Based eTime tutorial for detailed guidelines on 9/80 schedules. The tutorial is located on the EMACS website located at <http://www.sbcounty.gov/Uploads/EMACS/forms/eTime%20-%20Web%20Based%20Tutorial.pdf>



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Appendix B – 9/80 Work Schedule Agreement Guidelines

General

The County offers the 9/80 Work Schedule in order to provide a valuable employee benefit, support the County's Commute Trip Reduction Program, and improve County operations by providing work schedule flexibility and enhancing employee morale.

Each department's appointing authority has the right to establish rules for administering the 9/80 work schedule and the right to return any employee to the regular 8 hour per day schedule.

Participation in a 9/80 Work Schedule is a privilege, not a right and is voluntary for employees whose departments have decided to offer the 9/80 work schedule. Employees must meet their departments' conditions for being granted a 9/80 work schedule.

Participation in the 9/80 work schedule is optional. No employee is required nor will they be compelled to participate.

Business Hour Department Schedules

There are four 9/80 work schedules available for non 24 hour facilities. They include:

- 1st Friday of the Pay Period Off
- 2nd Friday of the Pay Period Off
- 1st Monday of the Pay Period Off
- 2nd Monday of the Pay Period Off

Only alternating Fridays or Mondays may be designated as a Flex Day. All Tuesdays, Wednesdays and Thursdays are 9-hour work days.

24 Hour or 7 Day Facility Schedule

The 24 hour 9/80 option is reserved for 24 hour facilities whose employees may Flex on any days other than Monday or Friday. The 9/80 day off must be taken in conjunction with two consecutive days off. For example, an employee whose regular workweek is Tuesday through Saturday would Flex every other Tuesday. Sunday and Monday would be 'regular' days off from work.

Note: A 24 hour facility supervisor may assign an employee to a 'Business Hour Department Schedule' if the employee's regular workweek is Monday – Friday and their regular days off are Saturday and Sunday.

Use of the 24 Hour Facility Schedule must first be approved by the appropriate Human Resources Officer.

Flex Day Off

For Business Hour facilities (non 24 hour departments), only alternating Mondays or Fridays may be designated as the 8 hour work day. The other alternating Mondays or Fridays will be considered a day off (Flex Day).

Employees on 9/80 work schedules may be required to take an hour of qualified leave from their leave 'banks' for each holiday that falls on a 9-hour work day.

Alternatively, supervisors may give their employees the option of working an additional hour during the workweek, not the pay period, in lieu of using qualified leave time.



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Any employee whose 9/80 day off is on an observed holiday will 'bank' the 8 hours of holiday time. This will be reported on the employee's Leave & Earnings Statement as 'holiday' accrued.

When Monday and Friday holidays fall on the employee's regular Monday or Friday 8 hour work day, the employee will be paid for the holiday in the same manner as those on a non 9/80 schedule.


Employee Conditions for the Alternate 9/80 Work Schedule Agreement

1. Administration may terminate or modify the 9/80 work schedule at any time upon review and evaluation of its effectiveness in meeting the Department's workload requirements and cost effectiveness.
2. Continuance of this Agreement is a privilege and is subject to my satisfactory work performance, attendance, punctuality, and my ability to meet the department's standards in effectively completing work requirements.
3. This agreement shall be terminated or modified immediately upon my failure to abide by the conditions of the Agreement and/or for poor work performance, excessive absences or tardiness.
4. My 9/80 work schedule is subject to temporary adjustment in both days and hours of work to meet department, division or unit workload needs caused by staff shortages and/or workload increases.
5. A promotion or change in job assignment will require me to renegotiate this agreement according to policy guidelines should this agreement conflict with the needs of the unit or division to which I am promoted or assigned.
6. As part of the 9/80 Work Schedule Program, I agree to keep such records, logs or other information on a periodic or regular basis as may be required.
7. I understand my 9/80 Work Schedule may require me to support other work units or work divisions during my work schedule.
8. I may request termination of the Agreement at any time for any cause by advising my immediate supervisor of the date I wish to withdraw from the 9/80 Work Schedule Program. The termination will be implemented as soon as practicable.
9. I understand I am required to either make up an hour or use one hour of qualified leave (holiday, vacation, comp time, administrative, annual, etc) whenever a county-wide holiday falls on one of my 9 hours workdays.



eTime Implementation and Internal Control Guideline

Appendix C – eTime Implementation Calendar

| eTime Implementation Calendar | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------|-------------------------------------------------------------------------|
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|  | | | | 13 | 14 PP 1 End Date | 1 PP 2 Begin Date PP 1 – MGR timesheet approval begins |
| 2 | 3 email missing | 4 Deadline | 5 approval ends Last day for macromedia Flash 6 06.65 & Popup Blocker installed | 6 PP 1 – DTA deadline | 7 PP 1 – Closes - EE Checks Created | 8 |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> eTime Deadlines: (Normal Pay Period) Employee – 2:00 PM Tuesday after PP End Date Mgr/Approver – 2:00 pm Wednesday after PP End Date DTA (Payroll Clerk) – 9:00 am Thursday after PP End Date </div> | | | | | | |
| 9 | 10 9:00 am Email with PP 2 eTime Deadlines | 11 | 12 Payday | 13 | 14 PP 2 End Date → | 1 PP 3 Begin Date PP 2 – MGR timesheet approval begins |
| 2 | 3 email for timesheet missing | 4 PP 2 – EE eTime Submit Deadline | 5 PP 2 – MGR approval ends Last day for macromedia Flash 6 06.65 & Popup Blocker installed | 6 PP 2 – DTA deadline | 7 PP 2 – Closes - EE Checks Created | 8 |
| 9 | 10 9:00 am Email with PP 2 eTime Deadlines | 11 | 12 Payday | 13 | 14 PP 3 End Date → | 1 PP 4 Begin Date PP 3 – MGR timesheet approval begins |