



DEPARTMENT OF HEALTH SERVICES HUMAN RESOURCES POLICY & PROCEDURE

TITLE: 405 – TIME REPORTING

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405.01 INTRODUCTION

The Department of Health Services (DHS) Time Reporting policy applies to all permanent, project, limited term and probationary employees. It is intended to establish uniform procedures and standards for Reporting employee time and attendance for payroll purposes.

405.02 DEFINITIONS

Base rate: The official hourly rate excluding any overtime, shift differential or supplemental pay.

Overtime hours: Actual hours worked in excess of forty (40) hours in a work week for non-exempt employees. Actual hours worked in excess of eighty (80) hours in a pay period for exempt employees.

Premium rate: The base rate plus 0.5 times the regular rate.

Regular rate: The average hourly rate actually paid the employee as straight time pay for all hours worked in the work week or work period, including all remuneration for employment paid to, or on behalf of, the employee, except any payments specifically excluded from the calculation of the regular rate under the FLSA and related federal regulations.

Standard workweek: A regularly recurring period of 168 hours in the form of seven consecutive twenty-four (24) hour periods. It begins at 12:01 a.m. Sunday or, for shift employees, at the beginning of the first shift following 12:01 a.m. Sunday.

Supplemental pay: Pay in addition to the base rate for circumstances not reflected in the base pay rate or pay range.

405.03 POLICY

All employees of the department must accurately report hours worked and leave taken on a bi-weekly basis using an APS timesheet or the PTASystem. Records must be maintained for all [Fair Labor Standard Act \(FLSA\)](#) exempt and non-exempt employees.

405.04 ROLES AND RESPONSIBILITIES

(1) Supervisors

- Ensure the hours worked by a subordinate employee are accurately and properly recorded each bi-weekly pay period.
- Ensure that personal leave time used has been accurately and properly recorded.
- Apply supervisory approval.

(2) Employees

- Accurately record hours worked and leave time used each bi-weekly pay period.

Note: The supervisor's electronic or paper signed approval is official authorization to compensate the employee for the hours and or leave reported in that pay period.

405.05 PROCEDURES

(1) APS Time Sheets

Employees in employing units using the APS system are required to complete and sign the [APS timesheet \(DMS-784\)](#). Pre-printed timesheets will be distributed to all employees every two weeks prior to the beginning of each pay period.

All entries on the APS timesheet should be legible and in **RED INK ONLY**. Timesheet entries should not be typed.

The sub-unit code listed on the APS timesheet identifies the work area or supervisor location for distribution of an employee's timesheet, leave accounting record and paycheck. Each supervisor should notify the appropriate payroll specialist of the appropriate subunit code for this purpose.

Supervisors and employees should keep a copy of the APS timesheet for their records.

Blank APS timesheets may be obtained from the appropriate payroll specialist upon request. Each supervisor should maintain a small supply in the event an employee's APS timesheet becomes illegible, lost, misplaced, or when a new employee has not yet received an [APS timesheet](#). Please refer to DHS Policy 403 – Hours of work and 407 – Alternative Work Schedules for more information on employee work schedules.

(2) Establishing a Permanent or Default Schedule

(a) APS

Each supervisor must establish a permanent work schedule using a blank APS timesheet for each permanent and project employee, sign it and forward it to the payroll office prior to the end of the first pay period of employment. The permanent schedule should be marked "**PERMANENT SCHEDULE**" in **red** ink. All schedules will be set up using military time and unpaid meal periods must be a minimum of 30 minutes.

(b) PTAWeb

With supervisor approval, employees using PTAWeb may establish a default schedule than using hours worked most days. Employees select the "Edit Default Schedule" function on the Employee Menu in PTAWeb. Employees may report hours worked by using the system's "Use Default" key on a daily basis or at the end of the work week provided those are the hours worked by the employee. Employees with alternative work schedules may use the "Use Default" key when the hours worked are the same as the default.

(c) Changing a Permanent or Default Schedule

An employee's schedule may be changed by indicating the new "In" and "Out" times on a "copy" of his or her pre-printed APS timesheet and printing the words "**NEW PERMANENT SCHEDULE**" in red ink across the top of the form. The adjusted copy must be signed by the supervisor and the employee and forwarded to the appropriate Division/Facility Payroll Specialist for implementation. A PTAWeb user may change the default schedule with supervisory approval using the "Edit Default Schedule" function on the Employee Menu in PTAWeb.

(3) Anticipated Time/Corrections

Work or leave time may be anticipated when necessary on the APS timesheet; only leave time may be anticipated in the PTAWeb system. Changes or corrections to APS timesheets may be made by submitting a signed "Amended" APS timesheet to the appropriate Division/Facility Payroll Specialist as soon as possible. When an APS timesheet is not submitted by the required deadline date the appropriate payroll specialist should be contacted. PTAWeb users may make changes by deleting and re-entering the appropriate "In" and "Out" times or leave used on the system prior to midnight on the Monday following the end of the pay period. PTAWeb corrections for a prior pay period must be entered as a Retro-Adjustment; this function is on the Employee Menu in PTAWeb.

(4) Leave Reporting

Employees should be advised that leave, with the exception of vacation, Saturday legal, and personal holiday time, cannot be used until it has been earned.

Supervisors should verify each employee's leave balances prior to approving the usage of any requested leave shown on the APS timesheet or in PTAWeb to verify the amount requested is available. In the PTAWeb system employees will not be allowed to enter more leave than available.

If a legal holiday falls on a scheduled workday, employees with Monday through Friday schedules will see the appropriate amount of holiday time pre-printed on the APS timesheet or designated as such on the PTAWeb system. The maximum number of holiday hours that will be pre-printed on the APS timesheet or designated on PTAWeb is eight. If the legal holiday falls on a non-scheduled day or Saturday, the time may be used at the employee's discretion. If the holiday falls on a Sunday, employees with Monday through Friday schedules will see the appropriate amount of holiday time pre-printed on the following Monday.

Employees using PTAWeb and working an alternative schedule may need to cover scheduled work hours with personal leave or secure prior approval to adjust their schedule the week in which the holiday occurs or if PTAWeb populates holiday hours on a non-scheduled work day the employees will need to edit/modify or reduce the hours to zero.

(5) Timesheet/PTAWeb Access

Each supervisor should have access to each employee's timesheet so a copy may be submitted to the payroll office by established deadlines even when the employee is not in the office. Supervisors of PTAWeb users have access to their employees' Work & Leave Times entries in order to verify and approve within the established deadlines. Failure to submit an APS timesheet or approve PTAWeb entries by the established deadlines may result in an employee not being paid, not being paid accurately and/or inaccurate leave balances.

(6) Deadlines for Submitting Timesheets

(a) APS

Supervisors should submit only the SIGNED original APS timesheet to the payroll office. Timesheets are due in the payroll office no later than noon on the Monday following the end of the pay period in which the hours were worked. When Monday is a holiday, timesheets should reach the appropriate payroll specialist no later than noon the following Tuesday. Facility timesheets are to be submitted in accordance with locally established deadlines and procedures.

(b) PTAWeb

Employees have until midnight on the Monday following the end of each pay period to make entries for the pay period just concluded. After that time, employees cannot make entries for that pay period. Supervisors may enter an employee's time until noon on the Tuesday following the end of the pay period. Supervisors must also approve their employee's work hours and leave time by 12:00 noon on the Tuesday following the end of the pay period.

405.06 REFERENCES

[Federal Fair Labor Standards Act \(FLSA\)](#)

[State of Wisconsin Compensation Plan](#)

[Chapter 520, Wisconsin Human Resources Handbook](#)

405.07 ADMINISTRATIVE INFORMATION

This policy was created on December 2, 2012 to establish a consistent and uniform Time Reporting policy. This policy supersedes all previous DHS Time Reporting policies. Where it is in conflict with other departmental policies, this policy shall govern.