

Guidelines

Title:	DHS OHA-040-007-01 Time and Attendance Records
Related to:	DHS OHA-040-007 Payroll Management
Effective date:	01/01/2020

Purpose

This document provides guidelines for the recording and maintenance of time and attendance records.

Guidelines

1. Individual:
 - a. Accurately records time electronically using correct pay and leave codes in [ePayroll](#) timesheet and appropriate absence requests in [Workday](#):
 - A. Enters all absence requests in Workday. For assistance, reference [Workday job aids here](#).
 - B. Enters time in ePayroll timesheet including any known leave without pay prior to the payroll deadline each month.
 - C. Ensures absence requests in Workday are accurate and match the time entered in ePayroll.
 - D. Attests to the accuracy of the hours that are entered in ePayroll by submitting the ePayroll timesheet at the end of each month.
 - E. Contacts manager and works with OFS Payroll unit to correct time errors immediately.
2. Manager, supervisor, or designated approver:
 - a. Reviews all time reported by the individual in ePayroll and Workday prior to electronically approving an individual's ePayroll timesheet.
 - A. Ensures accurate time and attendance is reported each month prior to the payroll deadline.
 - B. Reviews each time element reported to ensure reporting is accurate, correct leave codes are used, and any work charge or override codes have been used appropriately.
 - C. Reviews and approves Workday absence requests.
 - D. Ensures that absence requests in Workday are accurate and match the time entered in ePayroll.
 - E. Approves the ePayroll timesheet prior to the payroll deadline each month.
 - i. The name and time approved stamp on the ePayroll timesheet serve as the electronic signature.
 - ii. Failure to verify the accuracy of time and attendance records in ePayroll prior to approving the timesheet or not approving the timesheet is considered an inappropriate action by a person responsible for authorizing the expenditure.

- iii. Failure to review and authorize time records requires ODHS and OHA to apply penalty as authorized under Oregon Accounting Manual 10.40.00 Expenditures sections .109-.113.
- F. Contacts OFS Payroll unit immediately if unable to correct the individual's time records.
- G. Provides ePayroll timesheet detail to OFS Payroll unit immediately if errors are discovered to determine what actions should be taken to prevent an underpayment or overpayment to the individual.
- H. Managers may delegate this authority:
 - i. Managers who delegate this authority provide the OFS Payroll unit with the designated approver's name and the ePayroll group numbers for the groups for which the individual has designated approval authority.
 - ii. Managers delegating this authority are accountable and responsible for the designated approver's compliance with all applicable state and federal statutes, policies, procedures, collective bargaining agreements and maintains confidentiality
 - iii. Approvers who have this delegated authority have a current Delegated Authority form MSC 0286 on file and review the Payroll Management Policy.
- b. To avoid an overpayment, the ePayroll timesheet should be updated prior to the payroll deadline, including entering any known leave without pay.
- c. If an overpayment occurs, OFS Payroll unit takes immediate action to prevent recurrence. Actions taken may include, but are not limited to:
 - A. Reversal of an individual's paycheck if notified by 9 a.m. two days prior to payday.
 - B. Temporary cancellation of the individual's direct deposit on a recurring basis.
 - C. Cancellation and re-issuance of the individual's corrected pay to reflect the lesser amount.
- d. Payroll records will be retained in accordance with Oregon Secretary of State Archives – Records Retention rules.

References

[Oregon Accounting Manual](#)

[Oregon Statewide Payroll Services](#)

[Oregon Secretary of State Archives – Records Retention](#)

[Workday](#)

[Workday Job Aids](#)

[ePayroll](#)

[Common Terms](#) for all Finance policies

[Common Terms](#) for all Administrative Services Division policies

Forms referenced

[MSC 0286: Delegated Expenditure Authority](#)

Related policies

[DHS|OHA-040-007: Payroll Management](#)

[DHS|OHA-040-007-02: Payroll Distribution](#)

[DHS|OHA-040-007-03: Labor Cost Code](#)

[DHS|OHA-040-007-04: Work Charge Codes and Labor Cost Override Codes](#)

[DHS|OHA-040-007-05: Payroll Error Correction](#)

[DHS|OHA-040-010: Delegation of Expenditure Decision Authority](#)

[DHS|OHA-040-010-01: Exercising Expenditure Decision Authority](#)

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Keywords

Payroll, payday, Workday, ePayroll, document management, delegation of authority, internal records, confidentiality, payroll processing, timely payroll reporting, payroll reporting, approving time, maintaining payroll records

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