

GETTING TIME RECORDS RIGHT²

*KEY ELEMENTS TO
SUCCESSFUL
TIME RECORD
PROCESSING*

PROJECT *EVOLVE*



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Background

The Project *Evolve* Organizational Change Management Team conducted research with the Payroll Departments across the system to understand the most common errors that prevent proper time record processing. We have developed this document to provide guidance on how to avoid those common errors and successfully complete your time records in Web Time Entry.

- Accurate Time records = Accurate and timely pay
- Accurate Time records = Accurate leave balances
- Accurate Time records = Smoother transition to the new PeopleSoft systems

The following pages contain examples with instructions on how to avoid twelve (12) of the most common errors and how to properly complete your time record. Additional information and checklists to assist you in coding your time electronic record have been added at the end.

We do not cover everything here. This document **is not intended** to be an exhaustive guide, but rather a basis for employees and approvers to work together to complete accurate and timely time records.

We hope you find this helpful.

Organizational Change Management Team

Note: For simplicity, the sample schedule below will be used in most of the examples throughout this document.

Regularly Scheduled Hours Example:

Start - End Times: 7:30 AM to 4:00 PM
Days: Monday through Friday
Daily Hours: 7 Hours and 30 Minutes
Assigned Meal Code: 4 = 1 hour
Weekly Hours: 37 Hours and 30 Minutes



1. Submitting your Time record

- Your completed and signed time record must be submitted for approval on the last day of your work week.
- Prior to submission, time records must be fully and accurately updated.
- Late time records will result in processing delays and inaccuracies in pay and balances.
- **Significant delays in submitting time records may also result in removal from direct deposit.**
- Reports to Managers and Delegate Approvers are responsible for the timely review, approval and submission of time records to Payroll by 5pm on Monday for the prior work week.

2. Fully Accounting for your Regularly Scheduled Hours

A. Importance of Knowing your Scheduled Hours

Scheduled hours are the basis for processing your time record. WTE compares your regularly scheduled weekly hours to your reported weekly hours. If your reported hours were different from the scheduled hours in the system, **those changes need to be properly recorded on the time record in order to fully account for your scheduled hours, and to ensure overtime and shift differentials are paid accurately.**

Fully Accounting for your Hours Enables:

- More timely processing of your time record
- Accurate pay
- Accurate leave balances

B. Reviewing your Time Record to ensure that you have accounted for your Scheduled Hours

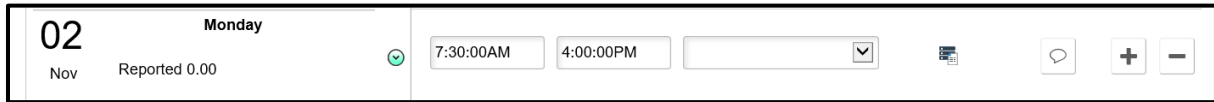
- Have you accounted for your regularly scheduled hours?
 - For each day worked? For the week?
 - If the hours worked were different than the scheduled hours that are in the system, did you update your time record with the appropriate codes to account for a Shift Change, OT, etc.?



You can confirm that you have accounted for your weekly hours in a few short steps. By fully accounting for your regularly scheduled hours, your time record will be processed without errors and any time in excess of those hours will be paid accurately. Here is a formula to help you confirm that you have fully accounted for your daily hours.

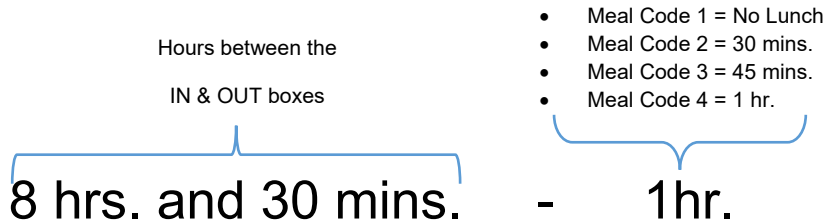


Step 1: Count the number of hours and minutes between the IN and OUT boxes on your time record.



In this example, the difference between the IN and OUT boxes is 8 hours and 30 minutes

Step 2: Subtract the time associated with your assigned meal code, or if a different amount of time was taken, the amount of time associated with the Time Reporting Code for the actual meal time taken.



Step 3: Add any Leave Time taken (Leave time counts toward your scheduled hours).



8 hrs. and 30 mins. - 1hr + 0 hrs.

Below is the completed formula:

8 hrs. and **30** mins. **(-)** **1** hr. **(+)** **0** hrs. **(=)** **7** hrs. and **30** mins.
of hours and minutes between the IN and OUT boxes on the first line of your time record minus Meal Code 4 plus Leave Time equals **Regularly Scheduled Daily Hours**

Also includes meal time taken

Important Notes:

1. Without any time record coding, the system will automatically subtract from each work day the amount of time associated with your assigned meal code. No coding is needed. If your actual meal period is different than the period associated with your assigned meal code, then record the appropriate time reporting code (see the TRC drop down) that reflects the actual meal time taken. This instructs the system to deduct that actual amount of time taken for the meal period.

C. Using Leave Time (Example 1- Leaving Early)

Example: You received approval to use two annual leave hours on Tuesday. Instead of working from 7:30 AM to 4:00 PM, you are approved to work from 7:30 AM to 2:00 PM and account for the two remaining hours of your regular schedule by using two annual leave hours - Code 02.

Regularly Scheduled Hours	Leaving Early
Start – End Times: 7:30 AM to 4:00 PM Days: Monday through Friday Daily Hours = 7 hrs. and 30 mins. Assigned Meal Code: 4 = 1 hr. Weekly Hours = 37 hrs. and 30 mins.	Start – End Times: 7:30 AM to 2:00 PM Day: Tuesday Assigned Meal Code: 4 = 1 hr. Weekly Hours = 37 hrs. and 30 mins. (35 hrs. and 30 mins. worked + 2 hrs. Annual Leave)



This is an example of how your time record will need to be filled in if you leave early and take your lunch hour. Take note of the IN and OUT times, as well as the CODE field.

The first line reflects the time actually worked, with the work time ending at 2:00 PM, or 1400, military time. This workday represents a two hour difference from the regularly scheduled workday of 7:30 AM to 4:00 PM, as a result, you must account for the missing hours.
– See Appendix for Military Time Conversion Table

The second line accounts for the rest of the scheduled hours or the missing time. In this example, you are using two annual leave hours (from 2:01 to 4:00) to ensure that you have accounted for your daily hours of 7 hrs. and 30 mins. You must also input the 02 code in the Time Reporting Code drop down to indicate that the two hours are being taken from your ANNUAL LEAVE balance.

Here is what the formula looks like when you populate it with the hours in the example. In this example, we are looking to account for the regularly scheduled daily hours of 7 hours and 30 minutes:

$$\begin{array}{ccccccc}
 \mathbf{6} \text{ hrs. and } \mathbf{30} \text{ mins.} & \mathbf{(-)} & \mathbf{1} \text{ hr.} & \mathbf{(+)} & \mathbf{2} \text{ hrs.} & \mathbf{=} & \mathbf{7} \text{ hrs. and } \mathbf{30} \text{ mins.} \\
 \text{\# of hours and minutes} & \text{minus} & \text{Meal Code 4} & \text{plus} & \text{Leave Time} & \text{equals} & \text{Regularly Scheduled Daily Hours} \\
 \text{between the FROMIN} & & & & & & \\
 \text{and TOOUT boxes on} & & & & & & \\
 \text{the first line of} & & & & & & \\
 \text{your timesheettime} & & & & & & \\
 \text{record} & & & & & & \\
 \text{Also includes meal time taken} & & & & & &
 \end{array}$$

D. Accounting for Regularly Scheduled Hours when Using Leave Time (Example 2 – Late Arrival)

If you arrive to work within the grace period, no coding is necessary. However, if you arrive beyond the grace period then coding is needed. Below is an example of how to code your time record and use the formula if you arrive to work beyond the grace period. In this example you arrive to work 15 minutes after your regularly scheduled start time, which is more than the 5 minute grace period allows.*



Regularly Scheduled Hours:
Start - End Times: 7:30 AM to 4:00 PM Days: Monday through Friday Daily Hours = 7 hrs. and 30 mins. Assigned Meal Code: 4 = 1 hr. Weekly Hours = 37 hrs. and 30 mins.

Below is how the time record should be completed if you were to arrive to work 15 minutes after your regularly scheduled start time.

- Use the first line to show the leave time taken due to the late arrival. In this example, the lateness is coded: 37 UNEXCUSED LATENESS
- Use the 2nd line to show your actual work hours.

** Not all titles have late arrival grace periods. Please confirm with your supervisor if your title is eligible for a grace period and the number of minutes you're allowed.*



Here is how the formula should be completed when you populate it with the hours in the example.

Hours between the IN & OUT boxes on the second line	<ul style="list-style-type: none"> • Meal Code 1 = No Lunch • Meal Code 2 = 30 mins. • Meal Code 3 = 45 mins. • Meal Code 4 = 1 hr. 	UNEXCUSED LATENESS time is coded on the first line to make up for the 15 minutes that were not worked
8 hrs. and 15 mins	- 1hr.	+ 15 mins. = 7 hrs. and 30 mins.
		Regularly Scheduled Daily Hours

Important Note:
CODE 37 - UNEXCUSED LATENESS time will be deducted from one or more of the following (in the order presented), depending on the available balance: Comp Balance, Annual Leave, Vested Annual Leave, and Vested Comp Balance. If all balances are exhausted, then the UNEXCUSED LATENESS will result in a deduction without pay.

3. Coding Excess Hours – *Applies only to Group 12 Employees*

Excess hours are **all** hours worked outside of your regularly scheduled hours. **Excess work hours eligible for overtime pay or comp time must be approved in advance.** Your excess work hours should be recorded separately from your regularly scheduled hours with their own IN and OUT boxes along with one of the overtime codes. - Code 28 (Comp Time Earned) or Code 29 (Overtime).

Regularly Scheduled Hours:
<p>Start – End Times: 7:30 AM to 4:00 PM Days: Monday through Friday Daily Hours = 7 hrs. and 30 mins. Assigned Meal Code: 4 = 1 hr. Weekly Hours = 37 hrs. and 30 mins.</p>

You received approval to work two hours and 30 minutes of overtime on Tuesday. You worked from 7:00 AM to 6:00 PM, and took a one hour lunch, resulting in a total of 10 hours.

A. Correct Process



Below is an example of how you would enter the time and code your time record to show that you worked two hours and 30 minutes of overtime. **Please note that any overtime worked prior to the beginning of your shift must be approved in advance just like OT worked after your scheduled end time.**

The first line represents the overtime worked, and the second line represents your regularly scheduled work hours, and the third line represents overtime worked. The first line IN field will reflect the time that you began working overtime hours and third line OUT field will reflect the time that you ended work. In addition, to the IN and OUT time, you will need to input the overtime code.

B. Incorrect Process

Below is an example of the **incorrect coding** of excess hours. This error will delay time record processing.

In this example the hours that are worked outside of the regular work schedule have not been separated out and the OVERTIME code is missing. Any additional hours that are approved in advance need to be updated on the second line with the code OVERTIME.



Important Note:

Internal departmental overtime approval procedures still apply, however such procedures should not delay the submission of the completed and approved time record to Payroll. Overtime Authorization forms no longer need to be sent to Payroll.

4. Correctly Coding Family Medical Leave Act (FMLA)

There are two types of approved FMLAs:

- Continuous FMLA = The employee is not working due to their own illness, or that of a qualified family member¹
- Intermittent FMLA = The employee is working, but may be taking off hours or days when needed due to their own illness or the illness of a qualified family member. While on an Intermittent FMLA, the employee is typically working a reduced number of hours and/or days

Coding FMLA properly ensures:

- Health insurance benefits as entitled
- Job protection for up to 12 weeks
- Overtime as earned (during Intermittent FMLA)
- Accurate leave balances
- Accurate FMLA balances (12 weeks in 12 months)

FMLA Codes 55 and 56 are “secondary” leave codes. This means they cannot be used alone and must be accompanied by a “primary” leave code.

Code: 55. FMLA LEAVE – Use this code for a continuous (and uninterrupted) FMLA. Code 55 is used when the employee is out of the office (not working at all) for a period of time and on approved FMLA. Time records are **completed by the supervisor** during these periods.

Code: 56. FMLA INTERMITTANT ² – Code 56 is now being used to code Intermittent FMLA. Code 56 is used when an employee returns to work on a reduced or specially arranged work schedule. HRSS Leaves Administration and the department will mutually determine the work

¹ Family members for FMLA include, spouse and domestic partners, parent(s), child (under 18 years of age, or child over 18, if incapable of self-care).

² Code 56 FMLA INTERMITTANT was formerly referred to as Code 56 FMLA REDUCED WORK HOURS. Code 56 FMLA INTERMITTANT is now being used to code all approved intermittent FMLAs.



schedule. Time records are typically **completed by the employee** during these periods, however, depending on the circumstance, may also be completed by the supervisor.

HRSS Leaves Administration will advise the supervisor of the proper codes to use.

Important Note:

FMLA Codes 55 and 56 are “secondary” leave codes. This means they cannot be used alone and must be accompanied by a “primary” leave code. Below is a list of the most commonly used primary codes to be used with FMLA LEAVE (Continuous FMLA) or FMLA INTERMITTENT.

**Primary Leave Codes to be used with
FMLA LEAVE or FMLA INTERMITTENT**

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ 02 ANNUAL LEAVE ▪ 03 SICK LEAVE ▪ 04 COMP TIME USED | <ul style="list-style-type: none"> ▪ 06 ABSENT WITHOUT PAY ▪ 57 FAMILY SICK LEAVE |
|---|---|

FAMILY SICK LEAVE, Code 57 – Is not FMLA. Code 57 is a “primary” leave code which means that it can be used alone. Code 57 FAMILY SICK LEAVE enables you to use up to (3) three days (each calendar year) of sick leave to care for a sick family member.

In the example below, using both primary and secondary codes, we outline the proper way to code an Intermittent FMLA.

Regularly Scheduled Hours	Intermittent FMLA Work Schedule Hours
<p>Start- End Times: 7:30 AM to 4:00 PM Days: Monday through Friday Daily Hours = 7 hrs. and 30 mins. Assigned Meal Code: 4 = 1 hr. Weekly Hours = 37 hrs. and 30 mins.</p>	<p>Start- End Times: 7:30 AM to 4:00 PM, Monday, Wednesday and Friday Time: 10:30 AM to 4:00 PM, Tuesdays and Thursdays Assigned Meal Code: 4 = 1 hr. Weekly Hours = 37 hrs. and 30 mins. (31 hrs. and 30 mins. worked + 6 hrs. Intermittent FMLA)</p>

Based on your approved Intermittent FMLA work schedule, your time record for the week should be coded as follows:



The two days of the week that are impacted by the Intermittent FMLA are Tuesday and Thursday. On Tuesdays and Thursdays, the hours are reduced by 3. As a result, the 3 hours of Intermittent FMLA need to include the code 56 FMLA INTERMITTANT which can be added

by clicking on the Time Details button for that row. 

5 hrs. and **30** mins. **(-)** **1** hr. **(+)** **3** hrs. **(=)** **7** hrs. and **30** mins. **Regularly Scheduled Daily Hours**
 minus Meal Code 4 plus 56. FMLA REDUCED WORK HOURS equals

of hours and minutes between the FROMIN and TOOUT boxes on the first line of your time record

Also includes meal time taken

5. Providing Proper & Sufficient Documentation for Time Off



All leave time must be properly accounted for, accurately coded and include a completed and signed SR-70. In addition to the completed and signed SR-70, some leave times types require additional documentation. Please provide the required documentation to your supervisor, their delegate, or whomever is designated to accept/approve leave requests.

Failure to provide the required documentation to your supervisor or their designee will delay them from approving your time record. This may also result in the time off being taken from an existing leave balance or considered unpaid time off.

LEAVE TYPES	REQUIRED DOCUMENTATION
Code 03 SICK LEAVE – Extended	An employee out for more than 3 days must provide a note from the doctor and OHS clearance
Code 05 JURY DUTY	Certificate of Jury Service
Code 07 EDUCATION	Documentation that supports that employee participated in an educational event
Code 08 DEATH IN FAMILY	Death Certificate and proof of relationship (i.e., funeral program) is needed as only qualifying relationships ³ are covered
Code 53 CANCER SCREENING	Documentation that employee received screening (Must not include specific patient data)
Code 57 FAMILY SICK LEAVE	Documentation from the doctor or his/her office stating that the employee accompanied a family member to a doctor’s appointment

6. Important Considerations when Planning & Taking Time Off: Leave Balances & Coding

Having a record of your leave balances can be helpful as you make plans for taking time away from work. Your leave balances are available online via Employee Self Service. Click [here](#) for instructions on finding your leave balance information.

A. Insufficient Leave Balances and Balance Cascading

³ Qualifying relationships include: spouse and registered domestic partners; natural, adoptive, foster or step parent; natural adoptive, foster or step child; brother, sister; grandchild; father-in-law; mother-in-law; or any relative or relative-in-law residing in the household.



It is important to note that if there is an insufficient balance for the type of leave time approved and coded, the timekeeping system will automatically look to other balances to deduct the time from. This is referred to as, “Balance Cascading”. When you take time away from work, it is important to note that there is sequencing associated with how the time is deducted from your leave balances.

For example, if you call in sick, the time is **1st** taken from your Sick Balance, however, if there is no sick time available, the time is then taken **2nd** from your Comp Balance, if there is no comp time available, the time is taken **3rd** from the Annual Balance.

Important Note:

If sufficient leave balances are not available (if all leave balances are exhausted) then the time taken will be considered ABSENT WITHOUT PAY and will reduce your paycheck.



7. Partial Day Off

Not coding your time when you have taken a partial day off will result in errors and delays in processing your time record. It is important that you update your time record prior to leaving for the day. This is especially important when there is a change to your regularly scheduled hours.

Below is an example of how to correctly update and code your time record when you have taken a partial day off from work.

The screenshot shows a time record interface for Monday, Nov 02. The 'Reported' time is 0.00. The first line shows a start time of 7:30:00AM and an end time of 5:00:00PM. The second line shows a start time of 5:01:00PM and an end time of 6:00:00PM. A dropdown menu on the second line is set to '02. ANNUAL LEAVE'. There are plus and minus buttons on the right of each line.

The next example represents a time record that is **not** properly recorded after taking a partial day. The submission is incomplete and will likely result in an error. The issue here is that this is an incomplete submission, and information is missing from the second line. Further, the scheduled hours are not fully accounted.

The screenshot shows a time record interface for Monday, Nov 02. The 'Reported' time is 0.00. The first line shows a start time of 7:30:00AM and an end time of 5:00:00PM. The second line is incomplete, with only a start time of 5:01:00PM visible. A large red 'X' is placed to the right of the interface to indicate this is an incorrect submission.

As referenced in earlier examples, you may use the formula below to properly account for your regularly schedule hours when taking a partial day off.



8. Ensure that Actual Overtime Hours are Consistent with Approved Overtime Hours

- All requests to work hours in excess of your regularly scheduled hours (overtime) must be approved in advance of working the overtime hours.
- Overtime work must be consistent with departmental policies and procedures for approvals.
- The overtime hours actually worked must be consistent with the number of approved overtime hours.
- Confirm the departmental procedures for overtime approval with your supervisor.

9. Coding Leaves (i.e., sick, annual, jury duty, etc.)

- Properly coding leaves will ensure that your absences are accurately accounted for and that your leave balances are up-to-date.
- In addition, some leaves require additional documentation and the completion of an SR-70 – *See section 4 for documentation details*
- For more information, check with your approver, review the codes on the sheet or contact the Payroll Shared Services Center.



10. Shift Change Coding

A shift change code tells the system you have worked the same number of hours, however, just from a different START time.

A. Shift Code Change Example

Regularly Scheduled Hours
Start – End Times: 7:30 AM to 4:00 PM
Days: Monday through Friday
Daily Hours = 7 hrs. and 30 mins.
Assigned Meal Code: 4 = 1 hr.
Weekly Hours = 37 hrs. and 30 mins.

For Monday, you requested and received approval to work from 8:30 AM to 5:00 PM (instead of your normally scheduled hours) with no additional changes to your schedule.

Based on this information, you must update your time record as shown below to reflect the different “IN” and “OUT” times, as well as use Time Reporting Code 13 (SHIFT CHANGE) in the “Time Reporting Code” drop down.

02 Nov	Monday	8:30:00AM	5:00:00PM	13. SHIFT CHANGE - [v]	[Icons]
	Reported 0.00				

Below is an example where the shift change was not correctly updated.

02 Nov	Monday	8:30:00AM	5:00:00PM	[Empty Drop Down]	[Icons]
	Reported 0.00				



B. Shift Code Change with Overtime Example

Regularly Scheduled Hours	Shift Code Change with Overtime
Start- End Times: 3:30 PM to 7:30 PM	Start – End Times: 7:00 AM to 7:30 PM
Days: Monday through Friday	New Shift: 7:00 AM to 11:00 AM
Daily Hours = 4	Approved Overtime Hours: 7.5
Assigned Meal Code: 1 = 0 hrs.	Day: Thursday



Weekly Hours = 20 hrs.	Assigned Meal Code: 4 = 1 hr.
-------------------------------	--------------------------------------

Below is an example of how your time record should be updated if you were approved to work from 7:00 AM to 7:30 PM with a one (1) hour meal break.

Your new work schedule for Thursday results in a shift change and overtime. Update your time record as shown below on the top line to reflect the different "IN" and "OUT" times, as well as use Time record Code 13 (SHIFT CHANGE) in the "CODE" section.

The screenshot shows a time record interface for Tuesday, Nov 03. On the left, it displays '03 Nov' and 'Reported 0.00'. The main area contains two lines of time entries. The first line shows an IN time of 7:30:00AM, an OUT time of 11:00:00AM, and a code of 13. SHIFT CHANGE. The second line shows an IN time of 11:01:00AM, an OUT time of 7:30:00PM, and a code of 29. OVERTIME. Blue brackets are drawn over the first line and the second line to indicate the specific entries being discussed in the text.

You must also update the "IN" and "OUT" boxes on the second line to reflect your approved overtime hours worked and use Time record Code 29 (OVERTIME [Group 12]) as well as Time record Code 48 (MEAL TIME 60 MIN [Group 12]) to reflect the new meal time taken.

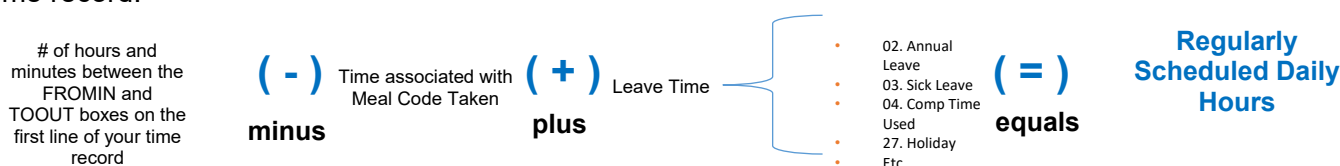
Remember: Any changes to your schedule must be approved in advance.



11. Finalizing your Time record

- You must enter **BOTH** a start (IN) and end (OUT) for each day worked.
- Review error messages carefully to ensure you’ve signed In and Out and accounted for regularly scheduled hours.
- Any missing coding on the time records will cause error message and delays in processing, as well as payment inaccuracies.
- Standard hours which are not accounted for will result in in errors and delays, and in pay not being processed correctly.
- Once you’re done with your review, attest to your time so your approver is alerted that your time record is ready for review and approval.

As referenced earlier, use the formula below to confirm your hours are properly entered on your time record.



Also includes meal time taken

12. COVID-19 Related Work

The proper timesheet reimbursement codes must be used for COVID-19 related activities for the purpose of FEMA reimbursement of NYC Health + Hospitals COVID-related expenses. Please click [here](#) for more information.

- NYC Health + Hospitals is incurring exorbitant expenditures as we work to combat COVID-19
- H+H needs to track the time that employees work on COVID-related activities so that we can seek reimbursement of COVID-related expenditures from FEMA.
- Time records are the primary supporting documentation in an audit to substantiate employees’ COVID-related hours.
- Therefore, employees are being asked to input COVID reimbursement codes on their time records to record all of the time they spend working on COVID-19 activities.
- This will enable our internal systems to separate COVID PS costs from non-COVID costs.



Cancel Time Details Done

Additional Time Reporting Code

Reimbursement Code AC2

Reimbursement codes can be added by clicking on the time details button within the row that you are reporting your work and leave time.



Helpful GTR Tools

Checklist for Success (Employees)

- Have you accounted for your regularly scheduled hours?
 - For each day worked? For the week?
 - Have you filled in the actual hours worked in the IN and OUT boxes on your time record on each line needed?
 - If the hours worked were different than the scheduled hours that are in the system, did you update your time record with the appropriate codes to account for a Shift Change, OT, etc.?
- If eligible for overtime pay, have you recorded and coded the excess time worked (beyond your regularly scheduled hours)?
- Have you properly coded any leave time (i.e., sick, annual, jury duty, etc.)?
 - Was it a partial work day with some leave or a full day of leave?
 - Did you consider your leave balances when coding the leave? Do you have the leave time hours?
 - Where needed, have you provided proper and sufficient documentation for time off?
- Have you signed and submitted your time record for approval on your last day of work for the week?

Checklist for Success (Time record Approvers)

- Have you received all of the time records requiring your approval?
- Are the regularly scheduled hours accounted for?
 - For each day worked? For the week?
 - Do the IN and OUT boxes on all time record include the actual hours on each line needed?
 - If the hours worked were different than the scheduled hours that are in the system, is there a shift change code?
- If eligible for overtime pay, are hours outside the regularly scheduled work hours properly recorded and coded? Prior overtime approval documentation is no longer required to be sent to Payroll and should not delay time record approval or submission to the Payroll department. Such documentation is for internal departmental purposes only.
- Is the leave time (i.e., sick, annual, jury duty, etc.) properly coded?
 - Was it a partial work day with some leave or a full day of leave?
 - Is there a sufficient leave balance for the leave time taken?
 - Was the SR-70 received?
 - Where needed, is the proper and sufficient documentation provided for time off?
- Has the employee submitted and attested to the time record?
- Have you gotten all approved time records to the Payroll Department by the end of your work week, or no later than end of day Monday?



Appendix

Standard and Military Time Conversion Table

Standard Time	Military Time
12:00 midnight*	0000
1:00 am	0100
2:00 am	0200
3:00 am	0300
4:00 am	0400
5:00 am	0500
6:00 am	0600
7:00 am	0700
8:00 am	0800
9:00 am	0900
10:00 am	1000
11:00 am	1100
12:00 pm	1200
1:00 pm	1300
2:00 pm	1400
3:00 pm	1500
4:00 pm	1600
5:00 pm	1700
6:00 pm	1800
7:00 pm	1900
8:00 pm	2000
9:00 pm	2100
10:00 pm	2200
11:00 pm	2300
12:00 midnight**	2400

* If you **begin a tour** at midnight use 0000

** If you **end a tour at midnight** or begin a tour before midnight and need to code time at midnight, use 2400

Assigned Meal Codes

- Meal Code 1 = No Lunch
- Meal Code 2 = 30 minutes
- Meal Code 3 = 45 minutes
- Meal Code 4 = 1 hour



Top Time record Errors as Identified by Payroll

- Not submitting time records
- Not accounting for scheduled hours
- Not coding excess hours
- Incorrectly coding FMLA
- Coding time off without having a sufficient leave balance
- Not recording time when taking partial a day off (incomplete submission)
- Not coding leaves (i.e., sick, annual, jury duty etc.)
- Not coding time shift change

Acknowledgments

The Project *Evolve* Organizational Change Management Team expresses its appreciation for the outstanding contributions made toward the development and review of *Getting Time records Right: Key Elements to Successful Time Record Processing*. Content contributors and reviewers for *Getting Time records Right* include the following: Payroll Management, HR Leaves Administration, Legal Affairs, Labor Relations, Kings County Leadership and Kings County Approvers and Timekeepers, Organizational Change Management, Training, and Finance Leadership.

