

**CITY OF FRISCO PERSONNEL POLICIES**  
**SECTION: PAY/BENEFITS**

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**Subject:** TIMEKEEPING POLICY

**Date:** 01/06/15

**Approved by:** Ordinance No. 15-01-01

**Revision Date:**

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**I. STATEMENT OF PURPOSE AND OVERVIEW:**

The City of Frisco is subject to numerous laws and regulations that govern the way we conduct our business. The laws that regulate employee's wages and hours are designed to ensure that employees are paid as specified, within these regulations.

This policy outlines information pertaining to recording and tracking hours of work, accruals, and making manual edits. Our official timekeeping system is KRONOS, which is a Time and Attendance System that collects actual time entered by the employee using the time clock, computer or by the Timekeeper using the KRONOS software. The data is later transferred to the payroll system where employees are paid according to the hours recorded in their KRONOS time sheet. The KRONOS electronic timekeeping system and associated work records will become the official basis for recording hours worked for all employees of the City of Frisco. Absence records (e.g. vacation, sick days) will also be recorded in KRONOS.

In order to ensure consistency of treatment for employees, the data recorded in the KRONOS system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official KRONOS records.

It is recognized that in certain situations (e.g. clock malfunction) that it will be necessary to correct or enter missing data in the current pay period. These changes will be carefully documented via email from the department Manager/Supervisor to the timekeeper, who will make edits and notes on the timecard. KRONOS automatically tracks and manages employee hours and applies current City of Frisco pay rules prior to transmitting the data to payroll. Changes to previous pay periods must be communicated via email at payroll@friscotexas.gov.

**II. DEFINITIONS:**

A. CLOCK-IN/PUNCH-IN/SWIPE-IN – These terms refer to the method whereby an employee taps his/her ID badge on the time clock or reader that reads the employee's badge number from the ID badge and transmits this information to the KRONOS timekeeping database, or where the employee may use the time stamp method on their computer to enter data to the KRONOS system. Failure

to use the KRONOS system as required may result in disciplinary action, up to and including termination.

- B. ACTUAL TIME IN- After arriving at the workplace, the time an employee actually begins work.
- C. ACTUAL TIME OUT - The time an employee actually completes doing anything connected with work duties or tasks. This does not include time spent driving home from work.
- D. FLSA - Fair Labor Standards Act.
- E. FLSA CYCLE - The period of time on which overtime is calculated.
- F. GRACE PERIOD – The period of time, currently 7 minutes, before and after a punch.

### III. TIMEKEEPING ROLES AND RESPONSIBILITIES:

#### A. Roles

- a. **Director** - The individual within the department who has fiscal and operational authority.
- b. **Manager** - Any individual other than the timekeeper who has been given authority by the Director to approve changes in employee timecards within their division.
- c. **Timekeeper** - The individual assigned to maintain the Kronos records for the department.
- d. **Employee** - Individuals who work within the department who charge time against the departmental labor account.

B. Responsibilities

Responsibilities	Director	Manager	Timekeeper	Employee Non-Exempt	Employee Exempt
Record in/out times including lunch using the time clock or computer.			X	X	
Submit time off requests using the time clock or computer.		X	X	X	X
Record exception time directly on the timecard.	X	X			
Review punches, and absences.	X	X	X	X	X
Enter corrections into Kronos for employees.	X	X	X		
Enter corrections into Kronos for timekeeper.	X	X			
Approve timecard using time clock or computer.	X	X	X	X	X
Verify employee approval and sign off on employee timecards	X	X			

IV. **PROCEDURES:**

**Pay Period**

The regular **work week** is Monday through Sunday. Hours are applied to the day of the in punch or scheduled start time.

The **pay period** for all employees is two weeks (14 days).

**FLSA cycles** for employees are as follows:

Certified Fire: 27-day cycle beginning January 1994.

Sworn Police and Cadets: 14-day cycle beginning October 2001.

All other employees: 7-day cycle beginning 1986.

**Employee Responsibilities** – Non-exempt employees must clock in and out at the beginning and end of each scheduled workday in order to be compensated for the time worked and to report his/her time worked and/or leaves accurately and

completely for each pay period. All employees leaving for personal reasons during the day must clock out when leaving and back in upon returning. Requests for time off require supervisory approval and therefore must be submitted in advance by completing an automated time-off request form in Kronos or by contacting the supervisor directly. Employees are responsible for ensuring that their time reflected on their time card is accurate.

**Supervisor Responsibility** – Supervisors ensure that all employees in the department are educated regarding the City’s timekeeping policy and that all employees comply with the required policy. Supervisors ensure that the timekeeping policy is administered fairly and uniformly for all employees and consider requests from employees for time off. Managers/designees must verify the number of hours worked and leave taken by each of their employees. All time worked as well as time off must be approved by the manager/designee. Managers, who will knowingly be out of the office and unable to approve their employees time, must notify the Director or Timekeeper to complete approvals in their absence. Directors/Managers/Timekeepers are responsible for creating and maintaining schedules for their employees.

**Time Off Request** - Time off requests can be generated in Kronos using the timeclock or computer via the “Request Time Off” module. The automated leave request must be properly approved by the supervisor, prior to the time being taken by the employee. Once approved, Kronos will apply the time off to the timecard.

Kronos is currently setup to show available time up to the last accrual date or pay period processed in Munis. This means that the system cannot project what leave balances an employee will have available beyond this date. Therefore, employees can only request time off for which their current balance can cover. Once the time off request is approved by the manager, the vacation or sick time will be deducted from the current Kronos leave balances.

**Time Off Requests During a Holiday** – Holiday pay will automatically be applied to eligible employees in the Kronos system. Refer to the Holiday policy for eligibility requirements.

When requesting time off during a Holiday, you must enter two separate time off requests, skipping the date of the holiday. EXAMPLE: Christmas Eve and Christmas fall on a Tuesday and Wednesday and you want to take the full week of vacation during Christmas. You would enter two (2) different time-off requests. One request for Monday and the other for Thursday and Friday.

**Electronic Timecard Approval and Deadlines**– At the end of each pay period, employees are required to approve their time worked and leave hours recorded for the pay period by approving the Kronos electronic record. By approving the electronic timecard, the employee is attesting to the best of their knowledge that the information submitted is complete and accurate. Employees are responsible for inaccuracy or omission of which they are aware at the time the electronic

timecard was approved and submitted. Employees may be subject to disciplinary action, up to and including termination for submitting any inaccurate information on the report.

All time must be approved by NOON the day following the end of the pay period, which is currently Monday. All Timecards must be reviewed and approved by the **Employee** and **Designated Approver**.

**Delegating Approval to another Supervisor** – In the event a supervisor will be out of the office, they can (with the Director's approval) notify the Director and/or Timekeeper that they must approve timesheets. It is the supervisor's responsibility to ensure that the delegate has the appropriate Kronos access to perform the delegated responsibilities prior to being out of the office.

**Failure to Comply with Timekeeping and Attendance Policies** - If an employee fails to complete and submit the required timecard information by the deadline given, he or she may be required to wait until the next pay period to be compensated for the leave time taken or the time worked.

In situations where an employee has time and attendance problems and/or abuses their leave time, the manager/supervisor may institute a more structured reporting requirement for the employee until the problem is corrected. Examples may include but are not limited to:

- i. Report to manager/supervisor upon arrival and departure.
- ii. Report time spent on each task or assignment.
- iii. Complete a sign in/out sheet for each period of time away from work area.
- iv. Take disciplinary action when an employee's attendance record falls below acceptable standards.

**V. NON-EXEMPT EMPLOYEE TIME REPORTING:**

**Time Recording** - Non-exempt employees are expected to record their hours worked accurately and completely. Knowingly falsifying time records for yourself or another person will result in immediate disciplinary action up to and including termination for all employees involved. Various work locations will have time clocks that must be used for employees to record their time. Non-exempt employees (in time clock locations) must clock in and out each day. If the employee has no access to a time clock then he/she will log their own time on a computer via the Kronos electronic timecard.

Personnel not using time clocks as assigned, clocking in for someone else or having other people clock in for them may be subject to disciplinary action, up to and including termination for all those involved.

**Time Window for Clocking In/Out** - Employees should attempt to clock in/out as close to their designated start/end time as possible. However, in large work groups, it may not be possible for all employees to clock in at their exact designated start time. Therefore a time window of a seven minute grace period before and after the designated start time has been created so that the employee will not be docked pay or paid overtime.

**Clocking In Late** - Employees are expected to clock in and out at times designated by their manager/designee. *Employees clocking in past the grace period are considered late.* Absenteeism and tardiness will be handled by the employee's manager or supervisor.

**Clocking In Early** - Employees may not clock in before the grace period of seven minutes before their scheduled work time without authorization from their manager or supervisor. Clocking in before the grace period results in overtime. Overtime must be preapproved.

**Clocking Out Late** - Employees may not clock out more than the grace period of seven minutes after the scheduled work end time without authorization from their manager or supervisor. Clocking out after the grace period results in overtime. Overtime must be preapproved.

**Failure to Properly Clock In and Out** - For time clock employees, it is each employee's responsibility to clock in and out. If an employee fails to punch, it is the responsibility of the employee to notify his/her supervisor no later than one day after it occurred. If the employee fails to notify their supervisor by the payroll deadline, missed pay may not be paid until the following payday.

**Tardiness** - Tracking tardies will be the responsibility of managers and supervisors. Employees are expected to be ready to work at their designated/scheduled start times.

**Meal and Other Breaks** - Break periods shall be given in accordance with departmental guidelines. The Kronos system automatically deducts either a half hour or one hour lunch after 6 hours of work based on your work schedule for full time employees only. Non-exempt employees required to work through the meal period must be paid for the time worked however working through lunch should be approved in advance. Working through lunch designation must be recorded using the time clock/computer option.

**Overtime** - All overtime must be authorized in advance by departmental administration (this includes skipping lunches). **Non-exempt employees who**

**work overtime without authorization must still be paid for the time worked** but disciplinary action will be taken if the behavior continues.

**Discipline for Missed Punches** - It is the employee's responsibility to punch in and out. Employees who consistently miss documenting their time in the KRONOS system may be subject to disciplinary action up to and including termination.

Missed punches are reviewed during the attendance year (the last eleven months of continuous employment plus the current month, "rolling twelve months"). If an employee cannot punch in due to forgetting or losing their ID badge they will still be charged for a missed punch for the day of the incident. Errors that occur in the KRONOS system that result in punches not being transferred to the payroll system will not be counted as missed punches.

**VI. EXEMPT EMPLOYEE TIME RECORDING:**

Exempt Employees will have a schedule in the system and will be required to update their exception time only using time off requests. Director/Manager/Supervisor/Designee may enter exception time if a time off request was not submitted and approved. For example, the Kronos schedule shows Mon.-Fri. 8-5 with an automatically deducted 1 hour lunch. If the employee calls in sick on Wed., the Director/Manager/Supervisor/Designee must enter that exception paycode for the absence.

**VII. TIMESHEET CORRECTIONS:**

If time is submitted incorrectly, corrections will have to be made in the following pay cycle and should be communicated via email to payroll@friscotexas.gov

**VIII. SYSTEM PROCEDURES:**

**Employee not appearing in Kronos** – If all proper personnel actions for hiring or changing an employee have been completed and the employee does not appear in Kronos, please contact Human Resources.

**System Problems** – If for any reason time cannot be transmitted to Munis for payroll processing, employees will be paid based on hours worked in the previous pay period. Any necessary corrections to pay will be made in the following pay period.

**Time Clock Problems** – If time clocks are not working, the Timekeeper will make a note of time that may need adjusting and will make necessary adjustments after confirming the system did not collect the data. The Timekeeper will immediately notify Payroll and enter a help desk request regarding any Kronos system problems.

Non-system issues in Kronos regarding time keeping and pay disputes should NOT be directed to the Information Technology department but to Payroll directly via email to payroll@friscotexas.gov.

**Lost or Damaged I.D. Badges** – Contact Human Resources through the work order system if a badge is lost or damaged.