**Time Card Policies**

Definitions:

*Fair Labor Standard Act (FLSA)* – Federal Regulations that protect employees and ensures they are paid no less than the minimum wage and are properly paid for hours worked and for overtime hours worked.

*Non-exempt employees* - Non-exempt employees are those employees covered under the FLSA. Pay is based on hours worked and overtime is paid at time and half. These employees are also referred to as hourly employees. In the Kronos system, hourly employees will clock in and out of their shifts.

*Exempt employees*: Exempt employees are exempt from the requirements of the FLSA for overtime pay. Employees' compensation is based on work performed, rather than hours worked. Exempt employees are salaried and must be paid the full salary for any day in which the employee performs any work. Exempt employees are executive, professional and management. These types of employees perform non-routine duties, duties that require performance outside of regular business hours, and flexibility of schedule and hours worked. In the Kronos system, exempt employees will enter time in the timesheets solely for the purpose of charging their time to the programs and activities they work on. This must be done so that MRCOG can meet the federal grant requirements of maintaining time and attendance records for payroll costs charged to grants.

*Kronos:*
Kronos is the electronic automated timekeeping system that MRCOG will be implementing. Once implemented, all employees will be required to either clock in/out of Kronos (non-exempt employees will clock in/out) or complete timecards in Kronos (exempt employees will complete timecards).

Why is MRCOG implementing Kronos?

MRCOG desires to update its current manual system to an electronic system. Kronos is the timekeeping system that the City of Albuquerque (CABQ) is implementing. Since CABQ processes MRCOG's payroll, we must implement the same electronic timekeeping system in order for our system to be integrated with theirs. An electronic system eliminates the manual entries of time into the CABQ payroll system and MRCOG accounting system. In Kronos, managers will have faster and easier access to their budget information related to payroll. The Kronos system will also provide for time to be recorded on the day the employee works, rather than at pay period end, making it easier and faster to close out payroll. And most importantly, Kronos will help MRCOG comply with the requirements of the FLSA in tracking time worked for hourly (non-exempt) employees and will help ensure that MRCOG properly pays employees for all overtime worked. (MRCOG has been visited twice by the USDOL in the past year and USDOL has found that MRCOG has not been properly tracking and paying overtime in some instances).

**Kronos policies for non-exempt (hourly) employees other than bus drivers**

Schedules are assigned by supervisors and approved by the Executive Director. Changes to employee schedules must be approved by supervisor and Executive Director and changed by supervisor, with the help of MRCOG Time Auditor, in Kronos.

Hourly employees must clock in at shift start and clock out at shift end. Employees may clock in and out within 7 minutes of scheduled shift start and shift end.

Shift start – Employees may not clock in more than 7 minutes prior to scheduled shift start without approval from supervisor.

Shift end - Employees are to clock out at end of shift. Early or late clock outs (greater than 7 minutes) must be approved by supervisor. Once an employee is clocked out, he/she should be done for the day and should leave the workplace.

Meal breaks – Employees are not required to clock in and out for breaks. This is already calculated in Kronos and is based on their schedules. In the event where employees do not take the break as scheduled, they must notify their supervisors immediately. It is the supervisor's responsibility to adjust the employee's timecard so as to reflect the actual break taken.

Overtime – Overtime will be paid in accordance with FLSA. Overtime is based on a 40 hour work week. Time worked over 40 hours in a work week will be paid at time and a half. Overtime is to be approved by supervisor, when practical. In those events where overtime is worked without prior approval, the employee must document the reason for the overtime on the timecard. In the event that overtime is not adequately justified and the supervisor feels that overtime is being abused, disciplinary action may be taken.

Timesheet Change Request

In the event that an employee's punched time needs to be corrected, (an employee forgets to punch in or out, or works through the lunch break), the employee will complete a Timesheet Change Request form and submit to their supervisor. The supervisor will then make the correction in the employee's timecard in Kronos. All forms must be submitted to the MRCOG Time Auditor by 9:30 a.m. the Monday following the pay period end.

**Kronos policies for bus drivers**

Shift start – Employees may not clock in more than 7 minutes prior to scheduled shift start without approval from supervisor. (For bus drivers, pre-trip inspections are considered the beginning of shift work).

Shift end - Employees are to clock out at end of shift after buses have been fueled, cleaned and the post-trip inspection completed. Early or late clock outs (greater than 7 minutes) must be approved by the supervisor. Once an employee is clocked out he/she is done for the day and should leave the workplace.

Meal breaks – Employees are not required to clock in and out for breaks. This is already calculated in Kronos and is based on their schedules. In the event where employees do not take the break as scheduled, they must notify their supervisors immediately. It is the supervisor's responsibility to adjust the employee's timecard so as to reflect the actual break taken.

Schedules – In the event that a bus driver's schedule is interrupted by cancellations or no-shows, the supervisor has the discretion to utilize the driver for other work so that the driver stays on the clock, or to send the driver home for the day. When the driver is dismissed for the day, the driver must clock out and will be paid for actual time worked.

Overtime – Overtime will be paid in accordance with FLSA. Overtime is based on a 40 hour work week. Time worked over 40 hours in a work week will be paid at time and a half. Overtime is to be approved by supervisor, when practical. In those events where overtime is worked without prior approval, the employee must document the reason for the overtime on their timesheet in Kronos. In the event that overtime is not adequately justified and the supervisor feels that overtime is being abused, disciplinary action may be taken.

Bus drivers are required to clock in at shift start and shift end. In the event that a bus driver does not comply with this policy, disciplinary action may be taken.

Reconciliation of Bus Driver Timesheets in Kronos – Bus operations supervisors shall review and reconcile all bus drivers' timesheets on a daily basis to allocate hours worked to the appropriate transportation modes, adjust lunch hours if different from scheduled, adjust timesheet to allocate hours that should have been worked to non-worked hours i.e. sick, vacation, leave with pay, leave without pay or jury duty, etc.

Timesheet/Timecard Approval in Kronos – Bus operations supervisors are to approve timesheets by 9:30 a.m. the Monday following the end of the pay period.

Timesheet Change Request

In the event that an employee's punched time needs to be corrected, (an employee forgets to punch in or out, or works through the lunch break), the employee will complete a Timesheet Change Request form and submit to their supervisor. The supervisor will then make the correction in the employee's timecard in Kronos. All forms must be submitted to the MRCOG Time Auditor by 9:30 a.m. the Monday following the pay period end.

**Kronos policies for managers and exempt employees**

Exempt Employees

Exempt employees should update timecard and complete the Activities section in timecard in Kronos on a daily basis. All timecards should be completed and approved by the employee no later than Thursday at 12:00pm before the pay period ending. Thursday afternoon and Friday hours will have to be estimated. Any changes that occur for Thursday afternoon or Friday must be made to the timecards no later than 8:30 a.m. Monday morning. THIS MUST BE DONE IN ORDER TO MEET THE CITY OF ALBUQUERQUE DEADLINE. **In the event that the supervisor has already approved the timecard, changes cannot be made until the supervisor removes his/her approval. In order to make changes, employees must contact their supervisor to remove the supervisor's approval. Once the changes are made, the employee must then perform the final sign-off and notify the supervisor, so that the supervisor can sign-off on the final timecard.**

Supervisors

Supervisors record their own time as appropriate for Exempt or Non-exempt employees as discussed above and must have their own timecards done and ready for their supervisors review by 12:00PM the

Thursday before pay period ends and changes to Thursday afternoon and Friday must be done by 8:30 a.m. the Monday following pay period end.

Supervisors are responsible for establishing their employee's schedules and maintaining those schedules in Kronos. MRCOG Time Auditor will assist supervisors with those schedules. Any changes to employees' schedules must be timely updated in Kronos. Errors will appear in the employee's timecards if time entered does not match schedules, so it is imperative for supervisors to daily manage their employees' timecards and schedules.

Non-exempt employees do not have the ability to make changes to their own timecards. It is the supervisor's responsibility to ensure that all changes are timely made and all exceptions are timely resolved. All changes to a non-exempt employee's timecard must be documented in the Timesheet Change Request form. See above.

Supervisors are to have all of their employees' timecards approved by 9:30 a.m. the Monday following the end of the pay period. THIS MUST BE DONE IN ORDER TO MEET THE CITY OF ALBUQUERQUE DEADLINE.

Changes to timecards after Kronos deadline

In the event that a timecard change is not made in Kronos before the 10 a.m. deadline, a Timesheet Change Request Form must be completed and signed off by the employee and supervisor. These forms must be turned into MRCOG Time Auditor by 8:00 a.m. the Tuesday morning following pay period end. Any changes turned into the MRCOG Time Auditor after 8:00 a.m. Tuesday morning WILL NOT BE MADE IN THE PAY PERIOD BEING PROCESSED, but rather, will have to be a retro adjustment to a following pay period.

Time off requests

Time off requests are initiated and approved in Kronos. Once a request is completed in Kronos, the supervisor will receive notification of the request in Kronos. Once approved or unapproved, the employee will receive notification of the supervisor's decision in Kronos.

Supervisors are to approve or refuse time-off requests within 48 hours of submittal. If a supervisor is unsure of approving or refusing due to the time period of the request being too far in advance to know scheduling needs, then the request should be pended within 48 hours of the request. In the event a request is pended, supervisors must approve or refuse BEFORE the pay period begins in which the requested time off falls.

Explanation of refusals and pends should be provided to the employees in Kronos.

**Delegating Authority**

In the event supervisors expect to take time off and not be available to review and approve timesheets in Kronos, they are to delegate authority to another member of management before leaving work. It is the supervisors' responsibility to ensure that the manager they wish to delegate authority to is aware and has accepted the delegation in Kronos. As a rule, supervisors cannot delegate to an employee who reports to them.

However, the Executive Director will most likely have to delegate to a member of management who does report to them. In that event, the Executive Director shall approve the delegated manager's timesheet in the form of a paper timesheet. The timesheet shall be printed from Kronos and the Executive Director shall sign the timesheet. Payroll will keep the paper timesheet on file as the official approved timesheet for audit purposes.

**Full-Time Hourly Employee Timesheets**

Full-time employees must have a minimum of 40 hours clocked per week (beginning Saturday and ending Friday). If an employee's hours are short in any week, vacation leave must be used to make up the shortage. If vacation leave is exhausted, then Float time, Sick Leave, and Birthday leave will be utilized in that order. Leave without pay cannot be used unless the employee has no leave balances to utilize. **If leave without pay is utilized, the employee needs to be informed because this affects their PERA time served and rate of accrual for leave balances.**

It is the manager's responsibility to ensure that employee timesheets have a minimum of 40 hours per week, and to add the vacation leave (or other leave balances available if there is no vacation leave) to their employees' timesheets.

**Office closures**

In the event the Executive Director closes the office, employees shall receive Administrative Leave pay if they were scheduled to work during that time period. For critical services personnel that are required to work during office closures, they will receive float time for the hours they are required to work. Float hours accumulated must be used before any Vacation accrual hours are used. Employees not scheduled to work during the office closure will not be given Administrative Leave or float time.

Revised 2-21-19

Approved

Dewey V. Cave

Dewey V. Cave
Executive Director