



## County of Yolo

# Administrative Policies and Procedures Manual

TITLE: POLICY ON EMPLOYEE TIMEKEEPING	DEPARTMENT: AUDITOR-CONTROLLER
TYPE: <b>POLICY</b>	DATE: AUGUST 2, 2011

### **A. PURPOSE**

This policy sets forth the prescribed timekeeping practices for all employees of Yolo County for the purpose of ensuring adequate accountability.

### **B. APPLICABILITY**

All employees, part-time or full-time, permanent or temporary, represented or unrepresented, are expected to comply with this policy.

### **C. POLICY**

Each employee must report time worked accurately to allow the County to comply with federal and state laws that require an employer to keep precise records of time worked in order to calculate employee pay and benefits.

#### 1. TIME CERTIFICATION

- a. At the end of each pay period, each employee shall certify a record of the time worked and time not worked for each day of the pay period.
- b. The certified attendance record shall be approved by the employee's supervisor.

#### 2. DETAIL TIMEKEEPING

- a. The employee time record for each pay period should contain at least the information shown in the standard employee time sheet form issued by the County Auditor-Controller and contain sufficient detail to comply with the requirements of relevant funding sources and grants, and with the provisions of the *Policy on Cost Recovery and Fees*.
- b. All county departments shall use the County's electronic absence management system or equivalent system to track employee attendance and absence.
- c. Failure to submit accurate and complete timecards according to county and departmental standards may delay paycheck processing and benefit calculation as permitted by applicable state laws.

#### 3. FLSA-EXEMPT EMPLOYEES

- a. Salaried, FLSA-exempt employees may work irregular or flexible schedules during a specific pay period as required by the duties of their positions. The departments within which FLSA-exempt employees work shall be responsible for ensuring that FLSA-exempt employees are performing the full duties of their positions. Departments are responsible for utilizing the County's electronic

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absence management system or equivalent system to track exempt employee attendance and absence.

- b. Any certification made by a FLSA-exempt employee on any timesheet or absence management system shall be deemed a certification that the employee is entitled to the salary and benefits for the pay period covered by such certification. FLSA-exempt employees may be disciplined for misrepresenting on any timesheet or absence management system their hours worked or leave taken.