



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Attendance Reporting Policy
APPLICABILITY:	All staff
CONTACT PERSON & DIVISION:	VS Administrative Supervisor
ORIGINAL DATE ADOPTED:	11/04/2015
LATEST EFFECTIVE DATE:	01/13/2022
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-004-P

**A. PURPOSE**

The purpose of this policy guide is to describe the process for reporting employee attendance, use of correct forms for time off and time earned, part time staff schedules and instructions on time trackers time keeping.

**B. POLICY**

All Canton City Public Health (CCPH) employees will follow the correct procedure when recording time off or time earned. All divisions at CCPH will accurately report time off and time earned for each employee in that division.

**C. BACKGROUND**

CCPH employees are required to account for all time off as required by the Canton City Health Code.

**D. GLOSSARY OF TERMS**

**UKG DIMENSIONS (DIMENSIONS):** Timekeeping software used by CCPH to record timecards and submit requests for time off. Codes used when making requests and entries in DIMENSIONS are:

- i. VAC – Vacation leave
- ii. SK – Sick leave
- iii. BER – Bereavement Leave
- iv. PH – Personal holiday
- v. JUR – Jury duty
- vi. CTU – Compensatory time used
- vii. CTE – Compensatory time earned at a rate of 1 to 1.5
- viii. CTS – Compensatory time earned at a rate of 1 to 1
- ix. CTD – Compensatory time earned at a rate of 1 to 2
- x. OT – Overtime earned at a rate of 1 to 1.5
- xi. OTS – Overtime earned at a rate of 1 to 1
- xii. OTD – Overtime earned at a rate of 1 to 2
- xiii. DOE – Unpaid leave

**Payroll Officer:** The individual assigned the duty by the Fiscal Manager to process payroll and administer the DIMENSIONS system for Canton City Public Health.

**Request for Overtime Compensation and Compensatory Time Earned Form:** Form used by employees to record all compensatory time or overtime compensation earned from CCPH.

**Time Earned:** Time earned for the following reasons: compensatory time or overtime earned.



**Time Off:** Leave taken for the following reasons: vacation, sick, bereavement, personal holiday, jury duty, military leave, compensatory time used and unpaid leave.

## E. PROCEDURES

### 1. REPORTING TIME OFF

- a) All employees are required to report time off by logging in to the DIMENSIONS website at <https://cityofcanton.prd.mykronos.com/> #/and completing the “Request Time Off” form.
  - i) If an employee is using sick leave for the fourth consecutive day, a doctor’s note shall be submitted to their supervisor in accordance with Canton City Health Code section 207.17(c).
  - ii) If an employee is using jury duty leave, a copy of the subpoena or jury notice shall be submitted to their supervisor in accordance with Canton City Health Code section 207.16.
  - iii) If an employee is using bereavement (funeral) leave, a copy of the obituary or other proof of death and relationship to the deceased shall be submitted to their supervisor in accordance with Canton City Health Code section 207.30(b).
  - iv) Each of the above items will be submitted to the Vital Statistics (VS) Administrative Supervisor by the employee’s direct supervisor. The VS Administrative Supervisor will place these items in the employee’s file.
- b) Time off requests are required to be submitted within two days of the leave taken and no later than the deadline listed in item 7.b. Time off requests can be submitted prior to the leave taken if it is prescheduled. The employee’s direct supervisor or designee can submit a time off request on the employee’s behalf if necessary.
- c) All time off requested and taken shall be in no less than quarter hour increments (i.e. 0.25 hour or 15 minutes).
- d) Supervisors should review and approve or deny the request within two days of receiving the request and no later than the day before the leave is planned to be taken and the deadline listed in item 7.b.

### 2. OVERTIME COMPENSATION AND COMPENSATORY TIME EARNED REPORTING

- a) All overtime compensation and compensatory time earned shall be in accordance with the Canton City Health Code.
- b) If an employee works beyond their scheduled hours for a given day and the deviation from schedule was first approved by an immediate supervisor, the employee will adjust their own “In” and/or “Out” punches in DIMENSIONS to accurately reflect their hours worked for that day. They will then add the appropriate comment and note the reason for working beyond scheduled hours. If the additional hours should be earned as overtime rather than comp time, the employee will request this in the comments.
  - i) For full time staff, a comp time request will be automatically generated in DIMENSIONS once the employee has worked more than 40 hours in a given week.
  - ii) For part time staff who exceed their scheduled hours in a given week, the VS Administrative Supervisor will manually enter the comp time to their timecard as requested by the employee’s supervisor.
- c) Comp time requests must be approved by the employee’s supervisor in DIMENSIONS. If the hours should be entered in as overtime rather than comp time, the supervisor will “Transfer” the comp time balance to overtime.
- d) If an employee has earned comp time and/or overtime due to work related to COVID in a given pay period OR they have exceeded the maximum 120 hours of compensatory time allowed in DIMENSIONS, that employee must complete a “Request for Overtime Compensation and Compensatory Time Earned” (800-004-04-F) form (see appendix 800-004-01-A for an example of a completed form). The form is located on the CCPH website ([www.cantonhealth.org](http://www.cantonhealth.org)) under “Employee Information” – “Policies and



Procedures” – “800 General Health Department” – “800-004-P Attendance Reporting Policy Forms.” To complete this form, employees will:

- i) Follow the detailed instructions included on the form.
- ii) Complete all fields shaded in green.
- iii) Print form in portrait mode and in black and white. Sign the completed form and submit to their immediate supervisor by no later than 9:00am on the next business day (usually Monday) following the end of a pay period.

(1) For employees with COVID time earned, the form will be submitted to the Fiscal Manager by 9:00am.

(2) For employees with only non-COVID time earned, the signed form will be submitted to the Health Commissioner by 10:00am. The Health Commissioner will sign and submit the completed form to the Vital Statistics (VS) Administrative Supervisor.

- e) The VS Administrative Supervisor will keep the original form on file in accordance with CCPH Record Retention Policy.

### 3. PAYROLL TIME TRACKING

- a) All employees are responsible for reviewing and approving their own timecards at the end of each week.

- b) Each division leader at CCPH will review and approve timecards for their division in DIMENSIONS.

- i. The division leader may delegate authority for review and approval to an employee’s supervisor.
- ii. The division leader will designate at least one person to review and approve timecards in case of their absence.

- c) Each employee will be responsible for adjusting their own punches in order to earn compensatory time and overtime.

- i. For full-time employees, comp time and overtime requests will need to be approved by a supervisor.
- ii. For part-time employees, the VS Administrative Supervisor will manually enter comp time to the timecard as requested by the employee’s supervisor or designee.

- d) All timecards must be completed and approved in accordance by section 7 below.

- e) “Flex Time” – Staff may flex their time within the same 40-hour work week subject to approval of their supervisor.

- i. When a staff member “flexes” their schedule in the week they will need to adjust the “In” and “Out” punches in DIMENSIONS to reflect the actual hours worked by the staff member.
- ii. Punches should not be altered until AFTER all leave requests have been processed for the day the punches are changed.

- f) Full-time employees may earn comp and overtime after exceeding their scheduled work shift in a day.

- i. An employee must then also reach 40 hours of paid time in one work week.
- ii. Full-time exempt employees will earn comp and overtime at a rate of 1 to 1 hours (straight time). The timecard “Totals” will show the codes CTS and/or OTS.
- iii. Full-time non-exempt employees will earn comp and overtime at a rate of 1 to 1.5 hours. The timecard “Totals” will show the codes CTE and/or OT.

- g) Part-time employees may earn comp or overtime after exceeding their scheduled hours in a calendar week.

- i. Before reaching 40 hours of compensated (paid, comp or overtime) time in a week, part-time employees will earn comp and overtime at a rate of 1 to 1 hours. The timecard “Totals” will show the codes CTS and/or OTS.
- ii. After exceeding 40 hours of compensated time, part-time employees will earn comp and overtime at a rate of 1 to 1.5 hours. The timecard “Totals” will show the codes CTE and/or OT.



- h) All employees required to work on a federally designated holiday, as defined in section 207.19 of the Canton City Health Code, will receive comp and overtime at a rate of 1 to 2. The timecard "Totals" will show the codes CTD and OTD.
4. PAID MEAL BREAKS
- a) Full-time CCPH employees shall be granted a 30-minute paid meal break when the following criteria have been met.
- i. The employee is scheduled to complete at least a 6.5-hour shift, including the meal break.
  - ii. The employee arrived at work at least 1 hour prior to their scheduled meal break.
  - iii. The employee completed at least 4.5 hours of their scheduled shift, including the meal break.
5. PART-TIME EMPLOYEE CALENDARS
- a) Each part-time employee or designee is required to complete a calendar for each 4-week period (two 2-week pay periods) detailing the work schedule planned for that 4-week period (see appendix 800-004-02-A for an example of a completed calendar). When a part-time employee wants to use sick leave, it will only be paid if it is on a day that was included on the work schedule calendar as a planned workday.
- b) The employee will use form 800-004-05-F Part-time calendar template.
- c) The employee must include:
- (1) Their name
  - (2) Start time and end time on each day that the employee plans to work
    - (a) Unpaid lunch times should not be included.
  - (3) Total number of hours on each day that the employee plans to work (not including lunch time)
  - (4) The date the calendar was completed
  - (5) Each part-time employee shall check with their supervisor for any other information that may be required on the calendar
- d) The employee will submit the calendar to their supervisor no later than 2 weeks preceding the pay periods on the calendar.
- i. Schedules will be added to DIMENSIONS by the division leader or supervisor.
- e) Any changes to the part-time schedule must be adjusted on the timecard by the division leader or their designee.
6. PAYROLL SCHEDULE
- a) The payroll schedule for each year, which lists the pay period start and end dates, is saved on the public network drive in the folder ALL\ \_All Staff Information\Payroll Schedules and located on the Department's website ([www.cantonhealth.org](http://www.cantonhealth.org)) under "Employee Information" in the Human Resources section.
- b) The schedule will be posted prior to the current year's end. See appendix 800-004-03-A for an example of the payroll schedule for 2015.
7. TIMECARD APPROVALS
- a) All employees are responsible for approving their own timecards on (or before) the last business day within the first week of a given pay period.
- b) The following steps will occur on (or before) the first business day following the end of a pay period.
- i. Employees must have all time-off requests submitted by no later than 9:00 AM.
  - ii. Supervisors will review entries for comp and overtime earned and review time off requests and hours worked (punches) for their staff by no later than 10:00 AM.
  - iii. Supervisors will notify their staff that timecards are ready for their review.
  - iv. Employees will review and approve their individual timecards by 11:00 AM.
  - v. Employees will click "Approve Timecard" using DIMENSIONS.



(1) This is an employee’s acknowledgement that the timecard is an accurate representation of the hours worked in the pay period.

- vi. If an employee is absent or out of the office, the supervisor will complete each of the above actions on behalf of the employee.
- vii. Supervisors will approve their employees’ timecards by 12:00 PM.
- viii. The supervisor will click “Approve Timecard” using DIMENSIONS.
- ix. Following timecard approvals by employees and supervisors, the payroll officer will process the payroll according to established practices.
- x. The payroll officer has the authority to adjust timecard entries and to approve any employee timecard to facilitate the processing of payroll.

8. FULL-TIME EMPLOYEE SCHEDULES:

- a) All full-time employees are assigned the standard 8:00-4:30 with 1-hour lunch break (within 0.5 hour paid), 5 days per week, Monday-Friday, work schedule in DIMENSIONS, unless they have an alternative work schedule.
- b) All full-time employees with an approved alternative work schedule, in accordance with policy 800-032-P, will have their alternative work schedule in DIMENSIONS. This work schedule is added to DIMENSIONS by City of Canton Auditor’s Office.

**F. CITATIONS AND REFERENCES**

Health Code  
Record Retention Policy

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

- 1. Christi Allen, Fiscal Manager
- 2. Sean Green, VS Administrative Supervisor
- 3. James Adams, Health Commissioner

**H. APPENDICIES AND ATTACHMENTS**

800-004-01-A Example of a Completed Request for Overtime Compensation and Compensatory Time Earned Form

800-004-02-A Example of a Completed Part-Time Employee Calendar

800-004-03-A 2015 Payroll Schedule

**I. REFERENCE FORMS**

800-004-04-F Request for Overtime Compensation and Compensatory Time Earned Form

800-004-05-F Part-time calendar template

**J. REVISION AND REVIEW HISTORY**

Revision Date	Review Date	Author	Notes
4/12/19		Robert Knight	Revised time off reporting to reflect move to DIMENSIONS, added paid meal break criteria
5/2/19		James Adams	Added “Flex time” details and Timecard Signoff



Revision Date	Review Date	Author	Notes
			procedures
5/16/19		Robert Knight	Removed “sign off” and modified part-time calendars. Added a calendar template.
7/14/20		Sean Green	Revised comp form submission deadline as well as timecard entry and approval deadlines.
1/13/2022		Sean Green	Revised policy to reflect timecard management adjustments as a result of new DIMENSIONS timekeeping system.

#### **K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.