

RESOLUTION NO. 281-22 7-27-22

COL FIN HR Time Recording

Adopting the Cayuga County Time Recording Policy

By: Hon. Christopher Petrus, Chairperson, Government Operations Committee
Mr. Hans Pecher, Chairperson, Ways & Means Committee

WHEREAS, The County understands the importance of efficiency with the process for recording employee time worked and/or benefit time used; and,

WHEREAS, The County also understands the importance for a standardizing a process for same and ensuring compliance with related internal payroll controls; and,

WHEREAS, The standardized process includes review and approval of employee time worked and/or benefit time used by the relevant oversight of the employee’s respective department, and prior to dissemination of the biweekly payroll; and,

WHEREAS, The County Legislature has adopted numerous policies and procedures for conducting County business and the County has adopted other policies and procedures mandated by Federal and State governments; and,

WHEREAS, The County therefore wishes to adopt this standardized process as a Time Recording Policy, a copy of which is attached; now therefore it be

RESOLVED, The Cayuga County Legislature does hereby adopt The Cayuga County Time Recording Policy, copy attached; and be it further

RESOLVED, That the Policy be posted to the County Website and emailed to all Department Heads by the Clerk of the Legislature’s Office; and it is further

RESOLVED, That this resolution will take effect immediately upon its adoption.



*State of New York }
County of Cayuga }*

I do hereby certify, that I have compared the forgoing copy of a Resolution duly passed and adopted by the Cayuga County Legislature at a meeting held on the 26th day of July 2022 with the original Resolution, and that the same is a true and correct copy and transcript thereof, and the whole thereof.

Given under my hand and official seal July 27, 2022

Shula P. Smith
CLERK, CAYUGA COUNTY LEGISLATURE

DEPARTMENT: FINANCE DEPARTMENT
HUMAN RESOURCES & CIVIL SERVICE COMMISSION DEPARTMENT

POLICY TITLE: CAYUGA COUNTY TIME RECORDING POLICY

EFFECTIVE DATE: 7/26/22

RESOLUTION NO: 281-22

SUPERSEDES POLICY OF: NONE

Introduction:

Payroll internal controls are an essential part of efficiently managing employee's time worked and used, while assisting with reducing the risks related to the falsification of time records.

An adequate timesheet reporting system along with this policy sets the standard for, and assists with, the payroll internal control process. Therefore, this policy is to ensure that the process for recording the time worked and time used by all Cayuga County Employees (Non-Elected) is standardized.

All time recorded as worked and/or benefit time used by the employees shall be reviewed and approved by the relevant Department Head (or designee). Department Heads will have their time recorded and/or benefits time used approved by the Cayuga County Legislative Chairperson (or designee). The approval shall be done prior to dissemination of the biweekly payroll.

Policy:

All Cayuga County Employees (Non-Elected) including, but not limited to, Department Heads, Directors, Deputy Directors and Appointed Positions will electronically record their time worked and/or benefits time used biweekly, utilizing the timesheet system provided by the County.

The biweekly timesheet (or alternative approved time reporting system) shall be completed, signed by the employee and forwarded for approval to their Department Head (or designee) or Cayuga County Legislative Chairperson (or designee), whomever is the oversight for their relevant position. The relevant oversight shall sign the timesheet following their review and approval.

Department Heads, shall submit their signed biweekly timesheet to the Legislative Chairperson (or designee) for review and approval.

Any Departments utilizing a time clock system for recording of their time in and out shall be transferred over to the time reporting system provided by the County. The time worked and/or benefit time used shall be reviewed and authorized by the Department Head or Cayuga County Legislative Chairperson (or designee), whomever is the oversight for the relevant positions using the time clock system.

The Payroll Systems Specialist will provide an annual payroll schedule to all Department Heads and Legislative Chairperson, for the purpose of reporting of time worked and benefit time used in a timely manner.

The approved time recorded shall be submitted to the County Payroll Systems Specialist by the Department Head and/or Cayuga County Legislative Chairperson (or designee), by the deadline dates, for

their handling according to the internal departmental payroll procedures. This shall also be completed prior to dissemination of the biweekly payroll.

Authorization of the departmental payroll shall be provided by the Department Head or the Cayuga County Legislative Chairperson electronically or in writing using the Payroll approval process required by the Finance Department and prior to dissemination of the biweekly payroll.

Any discrepancies found between time off requests and the timesheet provided by the employee shall be handled and corrected by the relevant Department Head or Cayuga County Legislative Chairperson (or designee), whomever is the relevant oversight for the position.

Each Department Head or Cayuga County Legislative Chairperson (or designee) shall maintain a system for time off requests within their departments. Time off submission and approvals shall be based on the contract for bargaining employees and based on the employee handbook for non-bargaining employees.

Failure to comply with this policy, may result in disciplinary action up to possible termination of employment. The disciplinary process shall be consistent with the collective bargaining agreement, the Employee Handbook and the Employee Handbook For Non-Bargaining Employees.

Administration of Policy:

The Finance and Human Resources & Civil Service Commission Department shall be responsible for the administration of this Time Recording Policy. If there are questions regarding this Policy, attendance or timekeeping practices that are not addressed in this Policy, the Finance or Human Resources & Civil Service Commission Departments shall be contacted for assistance.

Employees Covered Under a Collective Bargaining Agreement:

The employment terms set out in this Policy work in conjunction with, and do not necessarily replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement.

Definitions:

Designee: A person selected or chosen by the Department Head or the Legislative Chairperson to act on their behalf.

Note: Policy shall be reviewed annually by the Finance and the Human Resources and Civil Service Departments. Revisions must be in Resolution form, go through the Government Operations Committee and approved by the Legislature.