



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Timekeeping and Attendance

Adopted Date: September 10, 2018

The accurate and consistent recordation of time by County employees serves to create accountability to the public and equity to employees. Federal and state regulations require employers to maintain accurate employee time records. County employees, and other employees utilizing the County's payroll system, are responsible for accurately recording all time worked in the County's time and attendance system (KRONOS).

I. Procedure

All employees (or those designated by their departments to perform this function) must accurately submit their work time through KRONOS on a bi-weekly basis. However, daily time entry is a best practice and is encouraged.

A. KRONOS

1. Employees, or designee, are required to enter, save, and approve their actual work time and non-worked¹ time in the KRONOS time and attendance system.
2. Employees, or designee, shall electronically submit their time sheet at the end of each pay period for approval by their supervisor, or the department designee responsible for KRONOS.
3. Supervisors, or designee, shall review and approve timesheets submitted by their employees in KRONOS on a bi-weekly basis. Supervisors shall approve all timesheets at the end of each pay period by the deadlines set by the County Auditor's Office.
4. In the event corrections must be made to an approved timesheet after the deadline, the supervisor, or designee, is responsible for notifying the Payroll Division of the Auditor's Office of such changes as soon as possible.
5. Only the County KRONOS system shall be used to track, record, or submit time worked or leave taken. No other method of time and attendance may be used for time tracking purposes.
6. To ensure trust and integrity within this system, employees and supervisors who discover inappropriate and/or inaccurate time reporting must inform a supervisor as soon as reasonably possible.

II. Policy Application

County payroll codes are used to specify the type of attendance being reported (e.g. work time, sick leave, vacation, etc.). Codes are also utilized to specify the accounts and/or programs being charged. To ensure time recording is accurate, employees shall use appropriate KRONOS codes when coding their time.

A. KRONOS Codes

1. Most employee time sheets will default to "hours worked" based on their relevant schedules. However, employees shall adjust their time, as necessary to accurately report their time, in accordance with the published pay codes in KRONOS.
2. Non-exempt employees who code hours in excess of 40 hours per week will accrue

¹ Non-worked time refers to any leave that would result in pay that was not physically worked. (ie. Vacation, Sick Leave, etc.)

compensatory time in accordance with the Fair Labor Standards Act (FLSA).

B. Discipline

Employees, and Supervisors, who violate this policy are subject to corrective action, up to and including termination.