



Office of the City Auditor Policies and Procedures

Number: 7.7.1**Title:** Time Keeping/Payroll

Original Date:**Revision Date:****Approved By:**

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I. Policy

The Office of the City Auditor adheres to City of Austin personnel time keeping practices and uses the City's Banner system to report hours to the City's Payroll Office.

II. Purpose

This policy delineates responsibilities for tracking, recording, and processing the employee time sheets used for reporting hours to the Payroll Office. Specific Administrative procedures are also delineated. Having these responsibilities and procedures delineated will ensure that the Office of the City Auditor is in compliance with City policies and procedures and that time sheets will be processed timely and accurately.

III. Definitions

- A. **Time sheet** – (as used in this policy) refers to the time sheet used for reporting hours to the Payroll Office. Specifically excluded from this definition are any time sheets developed by the OCA for its internal use.
- B. **Reviewing management staff** – (as used in this policy) refers to Assistant and Deputy City Auditors.
- C. **Time accounting administrator** - (as used in this policy) refers to that member of the administrative staff who has been assigned the administrative responsibility of processing the Office's time sheets as described in the administrative procedures below.
- D. **Banner system** - is the City's electronic time accounting/payroll system.

- E. **Time Accounting System (TAS)** - is OCA's internal electronic system used for tracking project hours.

IV. Procedures

- A. Support Services procedures for processing time sheets:
1. Receive all time sheets and input all hours into the Banner system on a weekly basis
 2. A time log will be printed and reviewed for accuracy and corrections will be completed immediately
 3. At the end of week #2 of the pay period, the time sheet entry for the pay period will be submitted electronically to the City's Payroll Office by the designated deadline.
- B. On Thursday of week #1, paychecks and earning statements will be picked up at the Controller's Office, but will not be distributed until the next day. All paychecks and earning statements will be filed in a secure location until distribution is complete.

V. Responsibilities

- A. **Individual staff are responsible for:**
1. Entering their hours weekly to the internal Time Accounting System (TAS)
 2. Printing their Banner time sheets, and attaching required leave slips, jury summons, etc. Each staff member is responsible for ensuring they have adequate vacation and/or sick hours available when requesting leave.
 3. Submitting their time sheets for review to the appropriately designated reviewing management staff by 2:00 p.m. each Thursday unless notified to do so earlier by Support Services staff.
- B. **Management staff are responsible for:**
1. Reviewing the time sheets of all employees who report to them.
 2. Checking the accuracy of hours worked by the staff, that the correct payroll codes are used, and that all leave slips are approved and attached to the time sheet(s). Part or all of this reviewing responsibility may be delegated, at the discretion of any management staff reviewer.
 3. Signing the time sheets after reviewing
 4. Ensuring that time sheets for all staff they are responsible for have been submitted to the Support Services section by 5:00 p.m. each Thursday unless notified to do so earlier by Support Services staff.
- C. **Support Services staff are responsible for:**

1. Ensuring that time sheet processing complies with City requirements (see Support Services procedures)
2. Ensuring that all time sheets are entered into the Banner system, reviewed for accuracy, and submitted electronically to the Payroll Office by the designated deadline
3. Picking up paychecks and earning statements and security of same until distribution to employees is complete