

**Workforce Alliance of South Central Kansas
Work Time/Effort Tracking and Reporting Policy**

Background:

The Workforce Alliance (WA) requires all employees to document and track hours worked each day and by each program. Time and leave documents are maintained on a bi-weekly basis, beginning the Sunday of each bi-weekly pay period. WA maintains an approved timesheet that is updated as programs start, end, or other amendments are needed. The approved WA Timesheet is maintained on the staff intranet and in the Public network drive. WA will notify employees as Timesheets are updated or changed through email. WA will also remind employees of when timesheets are due to be submitted for approval by email.

Time and Effort Tracking:

Each employee is responsible for tracking their hours and activity by each program line on the WA issued Timesheet, at a minimum, of 15-minute increments. All available programs are listed on the timesheet for each employee to accurately report their time. Employees should report the total number of hours worked daily by program. Employees are encouraged to track hours through calendars or other appropriate means to ensure work effort is reported accurately. Employees track leave time through the leave section of the timesheet. Federal grant requirements for tracking work effort require accurate reporting to ensure the correct source funding is charged correctly.

Leave Time:

Non-exempt employees take leave time in 15-minute increments, exempt employees take leave time in half day increments. Leave requests should be submitted to supervisors for approval as soon as possible, with 2 weeks being the normal minimum standard. Employees that are absent due to illness or unexpected situations should complete a leave request upon their return to work. Employees with questions on exempt/non-exempt status, can reference their position description or contact HR.

Flex Time:

If employees would like to flex time, those flex hours have to be approved by the supervisor in advance. Those flex hours should be tracked and easily identifiable on the employee's timesheet. Employees can only flex during the same work week, which is currently Sunday through Saturday. Flex hours cannot be transferred or saved to be used in another work week.

Overtime:

Employees should not have overtime unless pre-approved by their supervisor. If employees do have overtime, the supervisor shall indicate advance approval by noting it on the timesheet.

Timesheet/Payroll Approval:

Employees should submit completed timesheets through M-Files for approval by their supervisor. Once the supervisor approves the timesheet, it is routed to HR for process and further approvals.

Payroll is processed by HR/Finance and then submitted to the paymaster for review and processing. The paymaster provides reports to WA that are reviewed and, if appropriate, approved by Finance and the President/CEO or his designee. Correction or approval is then given to the Paymaster. Pay checks are dated for the 2nd Friday after the end of the pay period.