

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: 10/03/2011	POLICY NO.: ADM.03.15
	DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): 493.03.01 9/04/85	
	SUBJECT: EMPLOYEE TIME AND ATTENDANCE		Page 1 of 10

1.0 PURPOSE

To establish a process for the accurate accounting and complete reporting of an employee's time and attendance which includes but is not limited to work hours, leaves of absence, days off; and accrued leave balances, to facilitate timely payment of fringe benefit entitlements; to minimize salary overpayments; and to facilitate the proper application of collective bargaining agreement provisions.

2.0 REFERENCES, DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

1. References

- a. Collective bargaining agreements for Bargaining Units 1, 2, 3, 4, 9, 10, and 13.
- b. Department of Human Resources Development; Hawaii Administrative Rules, Title 14, Subtitle 1, State of Hawaii Personnel Rules, Chapter 14-7: Hours of Work, Overtime, and Premium Pay.
- c. State Executive Orders for exempt and excluded employees.
- d. Federal Fair Labor Standards Act (FLSA) §553.21.

2. Definitions

- a. Leave of Absence: Any type of leave including but not limited to vacation, sick, military, family leave, and compensatory time off; and leave with or without pay.
- b. Non-Uniformed Employees: All employees of the Department of Public Safety (PSD) who wear civilian clothing while on duty; e.g., program administrators, clerical employees, program staff, and investigators, et al.
- c. Uniformed Employees: All employees of the Department of Public Safety whose position requires the wearing of uniforms (e.g., adult corrections officers and deputy sheriffs) or other specialized clothing (e.g., health care, food service, and maintenance staff) whether or not daily work assignments require the wearing of a uniform.
- d. Watch: A uniformed employee's shift assignment coinciding with one of three separate time periods in a 24-hour timeframe; i.e., First Watch, Second Watch, and Third Watch.
- e. Post: Workstation, work position, or job assignment.
- f. Premium Pay: Additional wages other than the employee's base pay; e.g., working condition differential, night differential, and overtime etc.
- g. Time and Attendance Unit: A group of employees who account for all time and attendance information.
- h. Time In: Actual starting time.
- i. Time Out: Actual ending time.
- j. Work Schedule: The assigned work hours of an employee.
- k. State Facilities: All State government offices, conference rooms, work areas, grounds of a correctional facility, etc.

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- (f) Department.
- (g) Payroll Number.
- (h) Division.
- (i) Date form completed.

(2) The TAU shall provide the following information on the temporarily assigned employee in the body of the State HRD Form 10:

(a) Part I. For Reporting of Personnel Action

- i. Date(s) of the temporary assignment (TA).
- ii. Reason for the temporary assignment.
- iii. Name of the incumbent in the position to which the TA is being made.
- iv. Position number of the incumbent.
- v. Position title and Wage Board or Salary Range of the incumbent.
- vi. Temporary assignment pay adjustment **from:** Assigned WB or SR, step, and pay rate of employee receiving the temporary assignment.
- vii. Temporary assignment pay adjustment **to:** WB or SR, step, and pay rate of the position to which the temporary assignment is being made.

(b) Part II. For Computing Payment Due

- i. Rate of pay: Calculated as if employee received a promotion, pursuant to applicable rule, policy, Executive Order, or collective bargaining agreement.
- ii. Actual hours worked: Regular hours, or overtime hours (regular or converted).
- iii. Amount: Total TA pay for each TA period.
- iv. Total Amount Due: Grand total of TA pay for all TA periods.

(3) The Employing Department Supervisor recommending the temporary assignment shall sign the form.

d. Leave Record/State DPS 7 Card:

(1) The TAU shall provide the following information concerning the employee on the DPS 7 Card:

- (a) Print employee name at top left corner of card.
- (b) Do **not** insert Social Security Number.
- (c) Identify calendar year.
- (d) Post the daily number of hours worked on regular time or overtime to account for the employee's attendance.

STATE OF HAWAII – DEPARTMENT OF PUBLIC SAFETY
OVERTIME SIGN-IN REPORT

FACILITY: _____ DATE: _____ DAY: _____
SECTION: _____

Name	Time In	Signature	Time Out	Signature	Leave Taken	PREMIUM WC	OT		ND	Comments
							Pay	CT		

I have verified the information as accurate and recommend approval:

APPROVED BY:

Print Name _____ Date _____
Watch Commander/Supervisor Signature _____

Chief of Security/Administrator

Date

Print Name _____ Date _____
Watch Commander/Administrator Signature _____

**STATE OF HAWAII – DEPARTMENT OF PUBLIC SAFETY
SIGN-IN REPORT – NON-UNIFORMED EMPLOYEE**

FACILITY: _____ DATE: _____ DAY: _____
 SECTION: _____

Name	Time In	Signature	Time Out	Signature	Leave Taken	PREMIUM WC	OT		ND	H		TA	Comments
							Pay	CT		Pay	CT		

I have verified the information as accurate and recommend approval: APPROVED BY:

Print Name Supervisor _____ Date _____
 Signature _____ Date _____

Administrator _____ Date _____

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SECTION 704: INSTRUCTIONS FOR COMPLETING ORGANIZATIONAL TIME SHEET,
STATE ACCOUNTING FORM D-56

1. Purpose.

- (a) To provide a group time sheet, as opposed to individual time sheets, for all employees whose time is kept by time keepers or clerks assigned by a department. Employees whose time is usually reported on SAFORM D-56 time sheets include, but are not limited to, the following:
- (1) Regular hourly or daily employees who are paid from payrolls that predominantly contain similar employees.
 - (2) Substitute employees.
 - (3) Patients.
 - (4) Court Justices of outlying islands.
 - (5) Intermittent employees.
 - (6) Casual employees.
 - (7) Student help.
 - (8) Board members.
- (b) To report the amount of time that a non-salaried employee furnished to an employing department. Employees included in this category are regularly paid by the following types of time:
- (1) Hourly.
 - (2) Daily (Per Diem).
 - (3) Those employees who are paid to attend meetings, drills, training programs, etc.
- (c) To report the amount of time in a category of premium pay, which an employee furnished to an employing department. The types of premium pay included in this category are:
- (1) Ordinary overtime hours.
 - (2) Holiday work overtime hours.

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- (3) Split shift overtime hours.
 - (4) Split shift differential hours.
 - (5) Night shift differential hours.
 - (6) Stand-by duty days.
 - (7) Emergency work hours.
 - (8) 24-hour emergency psychiatric services hours.
2. Prepared By. An authorized representative (timekeeper, clerk, etc.) of the department who maintains the updating of the time for the organizational unit.
 3. Frequency. Maintained daily and submitted for each payroll period.
 4. Distribution. Three copies are submitted through supervisory personnel, as required by departments, to the appropriate offices of the employing department for review, approval, and signature. The first copies of each set of time sheets are then batched by payroll number and attached to the applicable PAYROLL CHANGE SCHEDULE. The time sheets are distributed as follows:
 - (a) Copy #1 - Batched time sheets (Copy #1) to Central Payroll, DAGS for pre-audit and control filing.
 - (b) Copy #2 - Retained by the appropriate office of the employing department for payroll verification, and filed for reference.
 - (c) Copy #3 - Optional use by departments and agencies.

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SECTION 704: INSTRUCTIONS FOR COMPLETING ORGANIZATIONAL TIME SHEET,
STATE ACCOUNTING FORM D-56

ITEM NO.	DATA AND DATA INSTRUCTIONS
A	Note: Instructions for some data fields have been purposely omitted because they are considered self-explanatory. These data fields are keyed with the letter A.
1	MONTH AND YEAR EARNED - Enter the month and year in which work was performed.
2	UNIFORM ACCOUNTING CODE - Leave blank.
3	EMPLOYEE OR SUBSTITUTE NAME - Enter the last name, first, and middle initial of the employee or substitute teacher to be paid.
4	NAME OF SUBSTITUTED EMPLOYEE - Enter the last name, first, and middle initial of the substituted (absent) employee, only if Item 3 has a substitute teacher's name.
5	SUB-DIVISION - Enter the sub-division code under which the employee is being paid only if it is different from the sub-division code established on his payroll record: —
6	RATE OF PAY - Enter the rate of pay only if the following conditions exist:
	<ol style="list-style-type: none"> 1. Employee whose rate of pay changed <u>after</u> the first day of the payroll period in which work was performed. 2. Employee whose rate of pay was never established on the payroll master file, such as, judges of outlying districts, state hospital patients, etc. 3. Employee whose rate of pay varies with the type of work performed. 4. Employee who is entitled to and requests pay for firefighting differential pay.
7	TYPE OF PAYMENT (*) - Enter the alpha code identifying the type of payment being reported. Use codes listed on the bottom of this form.
8	TYPE OF TIME (**) - Enter the alpha code identifying the type of time being reported. Use codes listed on the bottom of this form.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
9	TOTAL TIME WORKED - Enter the total time for each employee. The total is obtained by cross-footing the daily time appearing in Item 12.
10	ACTUAL COMPENSATORY TIME TO BE TAKEN - Enter the number of actual hours that the employee elected as compensatory time in lieu of overtime pay. The hours must be reflected in straight time (overtime hours extended). If the employee is covered under the overtime requirements of the Fair Labor Standards Act, the actual hours entered is the compensatory time off elected and <u>taken</u> by the employee within the pay period being reported.
11	ENTER HALF CODE - Enter the number 1 or 2, as applicable, for the 1st or 2nd day period for which time is being reported.
12	1 to 15 - Enter the amount of time furnished for each day to the nearest 16 to 31 quarter of an hour and to two decimal places.
13	TOTAL - Enter the sum of all rates in RATE OF PAY column, for each sheet to two decimal places. (This is a "hash" total and is used for control purposes only.)
14	TOTAL - Enter the sum of all time units in TOTAL TIME WORKED column for each timesheet to two decimal places.
15	TOTAL - Enter the sum of all the actual hours for compensatory time off in ACTUAL COMPENSATORY TIME TO BE TAKEN column for each time sheet to two decimal places.

