



OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Administrative Services Division

Title:	Timekeeping	ASD 235_001
Supersedes:	AS235_001, dated 7/1/04	
Applicability:	All Oregon Department of Fish and Wildlife Employees	
Reference:	ORS 291.015, ORS 293.295, ORS 292.010	
Effective Date:	July 1, 2015	Approved: <i>Christa E. White</i>

I. PURPOSE

This policy establishes procedures and standards of accountability and internal controls to ensure that all timekeeping records are accurately reported and appropriately reviewed and approved by the department.

II. POLICY

Management Service and Represented employees of the department who are eligible for overtime are responsible for accurately entering all time worked and leave taken.

Represented employees of the department who are exempt from overtime are responsible for accurately entering all time worked and leave taken.

Management and Executive Service employees who are exempt from overtime are responsible for recording leave taken.

Managers are responsible for reviewing timesheets to ensure employees have appropriately entered time worked and for ensuring leave taken is available and approved, and the appropriate cost codes have been charged. Signature of manager is required; employee signatures are also required except for emergency situations. Signatures of the employee and manager certify that to the best of information available, that times are being reported accurately and have been verified.

Each Division, region, section or unit is responsible for timekeeping duties; managers or their delegates will serve as the contacts for the Payroll Unit of the Department of Fish and Wildlife. Managers or their delegates are responsible for collecting timesheets, verifying totals, and for submitting the timesheets to the Payroll Unit in accordance with payroll deadlines. Payroll deadlines are determined by the Department of Administrative Services to ensure all agencies submit payroll data in a timely fashion.

III. PROCEDURE (Paper or Electronic, including eTime)

- Employee: Reviews and corrects or notifies the Payroll Unit whenever a change takes place in the employee information section of the timesheet. Enters time worked and/or leave taken during the month, signs or authorizes the timesheet, and forwards to supervisor for approval.
- Manager: Reviews timesheets for accuracy of time worked, leaves taken and totals; signs, verifies cost code and forwards to the Payroll Unit in accordance with payroll deadlines.
- Payroll Unit, ASD Enters or verifies timesheet data in OSPS.
- Payroll Unit, ASD Coordinates the distribution of paychecks generated by OSPS to designated contacts.

Note: Managers are responsible for reporting any known or anticipated leave-without-pay to the Payroll Unit, prior to payroll "cutoff" dates. Cutoff dates are provided to all managers via an annual calendar and monthly email reminders.