

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.: 1157 - Revised

Issued: 07/30/13

Post Until: 08/30/13

**SUBJECT: CHANGE IN PROCEDURE FOR RECORDING AND APPROVING
OF TIMESHEETS**

This Directive supersedes Directive 1157 and is to inform you of the changes to the policy on the recording of time worked on an Employee Self Service (ESS) Timesheet, and the process for making changes to time records.

The ESS Timesheet is an official record that may include but is not limited to, hours worked, variance time and overtime. It is important that the timesheet precisely depict the structure of an employee's time at work and time away from work during normal work hours. **A timesheet must be completed each pay period for all employees assigned at a work location including those who are on vacation, leave, sick, or failed to enter.**

It is the responsibility of the budgeted work location to ensure the approval of timesheets for all employees temporarily assigned. The temporary work location is responsible to report hours worked/absences via ESS Correction Form (located on Probnets under Payroll forms) to the budgeted work location supervisor.

Shown below are important ESS eTimesheet process guidelines:

EMPLOYEES

All Department employees are responsible for documenting and entering their own time and attendance in ESS via the electronic timesheet. Each employee must enter and submit their timesheet no later than their last working day of the established deadline period. In the event that an employee is unavailable to enter or correct his/her timesheet due to an extraordinary event, the supervisor/manager will complete an ESS Correction Form (located on Probnets under Payroll forms) and provide it to the proxy for entry on the employee's behalf.

- It is the responsibility of the employee to notify his/her supervisor of benefits to be used to cover absences.
- Upon the employee's return to work, it is his/her responsibility to ensure their time is reported accurately.

Once an employee has submitted the timesheet, they should wait for the message **"Document submitted successfully – Pending Approval"**.

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

APPROVERS (SUPERVISORS/MANAGERS)

Supervisors must certify the accuracy of employee time reported on the timesheet. In order to complete the certification process each supervisor must:

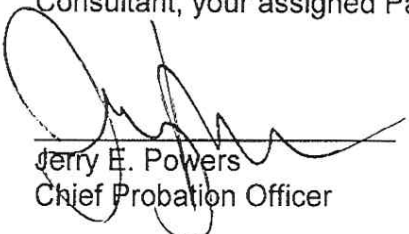
- Ensure all employees have submitted their eTimesheet by the established deadline. If an employee is unavailable to enter their own timesheet, the supervisor will provide the proxy with the ESS Correction Form. The proxy will then enter the time into the eHR system on behalf of the employee.
- The supervisor will review and check for the validity of hours as well as the overall completeness of the eTimesheet. It is important that supervisors maintain sufficient documentation, such as log books and memorandum, to aid in the resolution of any disputes that may arise. Upon completion of the review, the supervisor will then electronically approve or reject the eTimesheet.

If an error is found, the supervisor or manager will reject the eTimesheet and notify the employee to make corrections. If the employee is not available to make the correction, the supervisor or manager will complete the ESS Correction Form, ensuring that the comments section annotates the reason for the correction, and provide it to the proxy to enter into the eHR system on behalf of the employee. The supervisor or manager will then provide the employee a copy of the ESS Correction Form changes made to the eHR system on their behalf. It is the employee's responsibility to check the eHR system upon their return to work to ensure time entered in their absence is correct. Any dispute that arises that cannot be resolved between the employee and the supervisor shall be resolved through an investigation and/or grievance process as prescribed within applicable regulation and collective bargaining agreement.

PROXIES

In the event an employee is unavailable to complete his/her own ESS eTimesheet, the employee's supervisor will notify the worksite Proxy via the ESS Correction Form. The Proxy will then enter the ESS Correction Form information into the eHR system. A copy of the ESS Correction Form must be kept at the worksite in the employee's section file. In the event that the worksite Proxy also supervises the absent employee, an alternate Proxy must be designated to enter the employee's eTimesheet into the eHR system. Once a proxy has submitted the timesheet, they should wait for the message **"Document submitted successfully – Pending Approval"**.

Questions or comments about this policy should be directed to your Bureau's Consultant, your assigned Payroll Clerk or the Probation Time Collection Team.



Jerry E. Powers
Chief Probation Officer