



Policy Revision Request

Requestor Name Jeff Greenwalt/Chief Henderson Emp # 4647/3441

This revision applies to Existing Policy 06-06-24

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ _____

Brief reason for the revision:

To align the policy with actual practices and more reasonable expectations for our employees. In addition, neither the City nor the Department are able to provide computers to every employee.

Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

955 Attendance and Leave

955.2.1 TIMESHEETS

To properly and accurately maintain the Department's payroll records, APD HR requires each employee to submit weekly timesheets. Employees are responsible for the accurate recording of their own time on the weekly timesheet. Employees will adhere to this policy for recording, completing, and submitting weekly timesheets until the Department implements a digital timekeeping system.

- (a) Attendance records will be based on a work week that begins at 12:00 am on Sunday and ends at midnight on Saturday.
- (b) Within each section, an employee may be designated as timekeeper to ensure completion and proper submission of weekly timesheets.
- (c) All timesheets shall be:
 1. Completed by the employee unless the employee is unable in which case they will provide the information to their supervisor for completion; and
 2. Signed and dated by the employee to attest to accuracy, when available; and

3. Signed by a supervisor to indicate timesheet approval and sign on behalf of the employee when the employee is unavailable to sign in person.
- (d) Completed and signed timesheets must be turned in to APD HR no later than 4:00 pm on Thursday of each week. In the event the City calls for an earlier payroll deadline, APD HR will send notification to all sections on the deadline to turn in timesheets.
- (e) Employees are responsible for submitting a corrected timesheet to the immediate supervisor if work hours or leave type changes after a signed timesheet has been submitted. If the employee is unable to make the necessary changes, they will contact their supervisor who will make the changes on the employee's behalf. Failure to do so may be considered falsification of an official City document. Any corrections to a timesheet must be initialed by the employee's supervisor.
 1. With the exception of FMLA adjustments, corrections will not be processed more than two pay periods following the dates(s) that need correction without approval from the officer's Assistant Chief.

955.2.2 DIGITAL TIMEKEEPING SYSTEM

To improve the efficiency of our time reporting and payroll processes, all employees will use [the City of Austin's](#) digital timekeeping system to report their work hours and leave time.

(a) City timekeeping policies

1. All employees must accurately report both their actual number of hours worked and their leave time (including vacation leave, sick leave, FMLA leave, holidays, and compensatory time) in accordance with the reporting procedures established in their department.
2. Employees must not intentionally falsify their time reports, tamper with timekeeping hardware or software, report time for another employee, or change another employee's time reports unless you are designated in the system to be able to do so.
3. Hourly paid employees must report all of their actual hours worked and are not permitted to work "off the clock."
4. All employees are expected to follow these policies. Violation of any of these policies is grounds for disciplinary action up to and including termination of employment.

(b) General timekeeping procedures for all employees:

1. Each pay period, employees shall review their time for that pay period and confirm that reported hours are correct by approving their timecard in accordance with their departmental time entry deadline. The employee's supervisor will review, resolve any concerns with the employee, and approve the employee's submitted time report.
2. Employees who are unable to report their time because of a malfunction in the timekeeping system or an accidental oversight should **immediately** inform their supervisor [as soon as practicable](#).

3. Questions about how to accurately report working time or leave time in the timekeeping system, or how to correct or edit timekeeping entries in the system, should be directed to the employee's Human Resources representative.
4. As determined by management, employees may use an approved mobile digital application to report their time or submit leave requests. If approved by management, the use of a mobile digital timekeeping application would be offered as an alternative to the City's normal timekeeping system at the employee's election, and employees are not required to have a digital timekeeping application on their personal mobile devices.

(c) Additional time reporting procedures for hourly employees:

1. The City ~~will~~ may provide computers for hourly paid employees to record their work hours each day.
2. Hourly paid employees will report their actual work hours each day using the City's digital timekeeping system.
3. Departments will establish procedures to handle the time reporting and approval process for hourly paid employees who are absent from work for the entire week, or absent on the last day of the workweek.