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Policy:

NEATS electronic time sheets must be completed accurately and timely by all employees, and be promptly reviewed and acted on by supervisors. Exceptions are to be approved in advance by the immediate supervisor prior to the employee's use when possible.

Purpose:

To ensure accuracy in employees' time reporting and the Division's pay practices, in accordance with applicable state rules and regulations.

## Procedures:

- Time sheets shall be submitted on the last day the employee works in the pay period. If an employee will be on leave at the time the time sheet is due, excluding extenuating circumstances, time sheets shall be submitted prior to leave.
- II. The responsibilities of the employee, the supervisor and the agency payroll clerk are identified below:
  - A. Per NAC 284.5255, sections 1 3, an employee is to provide an accurate and timely accounting of hours worked and leave used, including the specific times at which his/her work shifts began and ended. Falsification of one's own timesheet or attempts to influence another employee to falsify a timesheet may result in disciplinary action. Specific employee responsibilities include:
    - 1. Submitting his/her NEATS time sheet bi-weekly according to current pay policies.
    - 2. Submitting leave/overtime slips for the supervisor's approval in advance.
    - 3. Exceptions include all types of leave, and all additional payproducing events (e.g., overtime, accrual or use of comp time, standby status, shift differential, etc.) Exceptions are to be reported in hours and minutes on the appropriate lines on the time sheet. If no exceptions occur during the reporting period, the no exceptions box is to be marked.
    - 4. When an employee works hours other than their established shift and days off, even if these hours do not produce exceptions, the actual hours worked are to be recorded in the Explanation section for the appropriate day.
    - 5. Prior to submitting the time sheet for approval, reviewing the time sheet to verify that it has been completed correctly and reflects all exceptions. All overtime must have the proper overtime code selected.
    - 6. Submitting the time sheet for approval, which constitutes certification that the reported hours worked and leave used are accurate.

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- 7. Notifying the supervisor or pay clerk if an error is discovered after a time sheet is submitted.
- 8. Regularly checking the NEATS system for the status of their time sheet until approved by payroll clerk. If time sheet is rejected, review audit log, make necessary corrections and resubmit for approval.
- 9. Reviewing paycheck or direct deposit stub after being paid, in conjunction with NEATS time sheet, and immediately reporting any discrepancies to the agency payroll clerk for corrective action.
- B. Per NAC 284.5255, sections 4 6, a supervisor is to review the employee's time sheet and verify the accuracy of all reported hours worked and leave used. A supervisor who is negligent in reviewing and certifying the accuracy of an employee's time sheet may be subject to disciplinary action. Specific supervisory responsibilities include:
  - 1. Responding timely to all leave/overtime requests, which are to be authorized in advance of the time being used.
  - Advising the agency pay clerk of any Leave without Pay (LWOP), Absence without Leave (UAWOL), or resignations as soon as possible, and ensuring that time sheets with these exceptions are generated and submitted timely to prevent overpayments.
  - 3. Prior to applying supervisory approval, comparing entries to the leave/overtime slip to ensure that all entries are included and that are made in accordance with current pay policies; the reasons have been listed for overtime worked; that the relationship has been listed when family sick or family death leave is taken, etc. Upon applying supervisory approval, leave slips are to be forwarded to the agency pay clerk.
  - 4. Rejecting time sheet back to employee for corrections if needed. If the employee is unavailable, the supervisor should make the corrections, and forward to the agency pay clerk. The supervisor should also print out the time sheet, have employee sign the printed copy when available, and forward to the agency pay clerk.
  - 5. When the employee is on extended leave, the supervisor is to create, submit and approve the time sheet each pay period with the correct coding, and forward a copy to the employee.
  - 6. Having all time sheets approved and submitted for payroll clerk approval according to agency deadline.
  - 7. Notifying agency pay clerk if an error is discovered in an approved timesheet.
  - 8. Continuing to check NEATS until all of their employees' time sheets have been approved by payroll, and notifying employees of missing and/or rejected time sheets.

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- C. The agency payroll clerk is responsible for:
  - 1. Reviewing leave/overtime slips with the submitted and approved time sheets.
  - 2. Ensuring that submitted and approved time sheets are correct before applying pay clerk approval.
- III. Each agency shall formulate policies and procedures to implement the provisions of this policy, or shall incorporate this policy into its policy and procedure manual.

CHAS BRANDONEURY

Administrator

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Date Approved by the MHDS Commission: