

NORTHERN NEVADA ADULT MENTAL HEALTH (NNAMHS)
POLICY AND PROCEDURE

SUBJECT: NEATS DOCUMENTATION OF TIMESHEETS AND REPORTING OF
ABSENCES

NUMBER: NN-HR-18

Page 1 of 7

ORIGINAL DATE: 03/01/07

REVIEW/REVISE DATE: 7/18/08, 11/15/12

APPROVAL: Cody L. Phinney, Agency Director

I. PURPOSE:

To ensure an accurate and timely process for submitting and approval of timesheets.

II. POLICY:

Employees are to provide an accurate accounting of hours worked and leave used during a pay period on the NEATS timesheet. All leave, both paid and unpaid, shall be requested, approved in writing, and processed to conform to NAC 284 and applicable division and agency policy. All absences from an employee's regular work schedule must be reported and accounted for.

III. REFERENCES:

- A. MHDS Policy 5.011-documentation of timesheets and Reporting Absences;
- B. MHDS Policy 5.025-Bi-Weekly Electronic Time Sheets (NEATS); NAC 284.5255; DHHS Incompatible Activities-Prohibitions and Penalties

IV. PROCEDURES:

1. Time Sheet

A. NAC 284.5255 provides that classified employees must provide an accurate and timely accounting of their hours worked and leave used, including the specific times at which their work shifts started and ended. All hours in the pay period must be accounted for, and the employee must submit timesheets in the NEATS System. All employees are to submit requests for leave (paid or unpaid) to their supervisors in accordance with agency policy using the NEATS Leave/OT request process.

o Specific employee responsibilities include:

1. Submitting their NEATS time sheet bi-weekly according to current pay policies.
2. Submitting leave/overtime slips or NEATS requests for the supervisor's pre-approval.
3. Exceptions include all types of leave and all additional pay producing 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 Notations 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.
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. Any employee or supervisor who fails to review, certify and submit accurate timesheets by the first Monday after payday in any three-month period, may be subject to disciplinary action per NAC 284.5255.6. Disciplinary action may include a change from an exception to a positive reporter, which will result in a delayed paycheck.

Falsification of one's timesheet, or attempting or causing another employee to falsify a timesheet is cause for disciplinary action. Supervisory negligence in reviewing and certifying the accuracy of employees' timesheets is also cause for disciplinary action.

- C. Any employee absent from duty on a scheduled shift shall personally contact his immediate supervisor and report the reason for the absence according to agency policy and procedure. In the event an employee's immediate supervisor is not available, it is the employee's responsibility to notify the next higher-level supervisor or other officially designated representative to receive such information. If the employee is physically unable to report the absence, the employee shall have someone else notify the immediate supervisor of the absence, within the specified time, and state the reason why the employee is unable to personally make the report. The immediate supervisor shall be notified of the absence as soon as possible, but not later than 15 minutes after the start of the employee's work schedule.
- D. Employees working a schedule other than 8-5, Monday through Friday, shall notify the shift supervisor on the shift prior to his/her scheduled work hours at least one hour in advance of the assigned shift.

- E. When leave has not been approved in advance, notification of an absence by the employee or another person to the supervisor does not automatically result in approval of the absence. On his/her first day back at work, the employee shall complete the appropriate leave request form for review by the supervisor.
- F. Planned leave, including but not limited to sick leave for doctors' appointments, surgery, family sick, etc.; annual leave; administrative leave; leaves of absence without pay; and military leave must be approved in writing by the employee's supervisor in advance of the leave being taken.
- G. If an employee lacks sufficient leave balances to cover time off, he/she is responsible for notifying his/her supervisor immediately so that leave without pay (LWOP) can be requested. See Division policy 5.010 (Leave Usage), sections VIII and IX, regarding LWOP and absent without leave (AWOL) statuses. AWOL may result in disciplinary action being taken against the employee. Supervisors are responsible to notify the personnel representative or appointing authority immediately of any absence, which may result in LWOP or AWOL.
- H. The supervisor is responsible for reviewing assigned employees' timesheets and verifying the accuracy of all reported hours worked and leave used before applying supervisory approval in NEATS. Any employee or supervisor who fails to review, certify and submit accurate timesheets by the first Monday after payday in any three-month period, may be subject to disciplinary action per NAC 284.5255.6. Specific Supervisory responsibilities include:
1. Responding timely to all leave/overtime requests, which are to be authorized in advance of the time being used.
 2. Approving all leave requests in the NEATS system prior to that pay period.
 3. Gaining approval for overtime requests via the administrative assistant IV. Once approval has been obtained, the supervisor is responsible to instruct the employee to submit the overtime request on NEATS.

4. 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.
5. Notifying Human Resources as soon as they become aware an employee will be or has been absent for three or more consecutive days.
6. Prior to applying supervisory approval, reviewing entries to the time sheet to ensure that all entries are included, manual entries are notated and approved and that all entries are made in accordance with current pay policies; relationships have been listed when family sick or family death leave is taken, etc.
7. 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 payroll clerk. If there is a correction made, the supervisor must print a copy, have the employee sign and forward to the payroll clerk's office.
8. Ensuring a timesheet has been created when the employee is on extended leave. If the employee is to be out on leave, a timesheet must be entered prior and submitted for approval or the time sheet may be entered via the internet by going to <https://neats.state.nv.us>. If the employee is unable to enter a timesheet, the supervisor will enter the timesheet for the employee.
9. Having all time sheets approved and submitted for payroll clerk approval by the **Monday following the end of pay period at 10:00 a.m.**
10. Notifying agency pay clerk if an error is discovered in an approved timesheet.
11. 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.

- I. The supervisor is responsible for assuring all employees submit a timesheet and maintain a list of employees to ensure all are submitted. Supervisors can also view missing timesheets by accessing missing/incomplete/rejected timesheets on the home page.
- J. All supervisors will be provided a list of alternate designees. If a supervisor is out on leave, a designated alternate must be notified to review, approve/reject, and submit timesheets. If the leave is scheduled the designee must be notified prior. If the leave is unexpected, the supervisor notified of the absence must inform the alternate designee immediately.
- K. Supervisors/alternate designees need to check on NEATS for any missing/rejected timesheets. If a timesheet has been rejected it will need to be corrected and resubmitted for Pay Clerk Approval by **Tuesday at 5:00 p.m.** following the end of the pay period.
- L. Leave/Overtime, slips should be maintained by the supervisor or the overtime supervisor and used to verify accuracy of timesheets. Leave/Overtime, slips are to be pre-approved prior to the event. If the leave or overtime is not pre-approved, the employee manually enters into the timesheet and notates the explanation in the notations portion of the time sheet. The supervisor, when verifying time sheets will also note approval into the time sheets by modifying the time sheet and inserting initials and date for approval in the notations portion of the time sheet. If an employee lacks sufficient leave balances to cover time off, he/she is responsible for notifying his/her supervisor immediately so that leave without pay (LWOP) can be requested. See Division policy 5.010 (Leave Usage), sections VIII and IX, regarding LWOP and absent without leave (AWOL) statuses. AWOL may result in disciplinary action being taken against the employee. Supervisors are responsible to notify the personnel representative or appointing authority immediately of any absence, which may result in LWOP or AWOL.

M. 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.

N. Falsification of one's timesheet, or attempting or causing another employee to falsify a timesheet is cause for disciplinary action. Supervisory negligence in reviewing and certifying the accuracy of employees' timesheets is also cause for disciplinary action.