



## Time and Leave Reporting

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**Developer/Reviewer:  
Payroll and Human Resources**

### 1. Purpose

Establish procedures for recording time worked or leave taken.

### 2. Scope

This policy applies to all County employees.

### 3. Policy Statement

It is the expectation of Sedgwick County that all employees, and their supervisors, will ensure proper recording of time worked and absences. This policy outlines the procedures to be followed by exempt and non-exempt employees in order to comply with the Fair Labor Standards Act and Sedgwick County policy.

### 4. Definitions

- A. **Non-exempt employee** – Employee is compensated at an hourly rate of pay in accordance with the Fair Labor Standards Act (FLSA).
- B. **Exempt employee** – Employee is compensated at a salary rate of pay in accordance with the FLSA.
- C. **De Minimis Time** – Small or insignificant periods of time in consideration of the regular work duties.

### 5. Procedures

- A. Each employee is responsible for the completeness and accuracy of their timesheet.
- B. Employees will record their time using one of the following methods: finger-scan device at an InTouch Terminal, timestamp in E-Timesheet desktop application, or Teletime via the phone (TTE).
  - 1. Employees are to use E-Timesheet time entry methods unless they have received written authorization from the Chief Financial Officer or their designee to do otherwise.
- C. Each employee must approve their timesheet each pay period, ensuring the accuracy of hours reported as worked, and hours taken as leave. Failure to approve time sheets may result in discipline.
- D. Supervisors must approve their employee's timesheets, indicating agreement that the time reported is accurate.

- E. Supervisors should not complete an employee's timesheet unless the employee is unavailable due to an unplanned absence.
- F. Employees who will be unavailable due to a planned absence should complete and approve their timesheet prior to the absence.
- G. Any misrepresentation of hours worked or leave taken will subject that employee to immediate discipline up to and including termination.
- H. Any supervisor that encourages misrepresentation or knowingly allows a misrepresentation of hours worked or leave taken is subject to immediate discipline up to and including termination.
- I. Payroll may perform payroll audits to ensure all departments are recording all attendance and absences, and that employees agree with time on their timesheets.

### **Non-exempt employees**

- A. The Federal Fair Labor Standards Act and Kansas law require employers to keep accurate records of hours worked and wages paid to non-exempt employees.
- B. All time worked and leave taken must be recorded in E-Timesheet.
- C. Non-exempt employees are expected to coordinate any schedule changes with their supervisor.
- D. Non-exempt employees are required to clock in and out at the beginning and end of their shift.
- E. Clock in and out times at the beginning and end of the shift will be rounded to the nearest quarter hour for the payment of hours worked:
  - 1. One (1) to seven (7) minutes will be rounded down to the nearest quarter hour.
  - 2. Eight (8) to fourteen (14) minutes will be rounded up to the nearest quarter hour.
- F. Depending on an employee's position, they may be required to clock out for their lunch break, or they may have an automatic 30 or 60 minute meal deduction taken from their time.
  - 1. Lunch breaks must be uninterrupted.
  - 2. Employees must be paid for any breaks lasting less than thirty (30) minutes rounded.
    - a. A break between fifteen (15) to twenty two (22) minutes will round down to fifteen (15) minutes and should be paid. Lunch punches resulting in a "short break" of less than thirty (30) minutes should be deleted.
    - b. A twenty three (23) minute break will round up to thirty (30) minutes and is unpaid.
  - 3. Rounding for lunch breaks occurs on the total amount of time to the quarter hour rather than the individual punches. The amount of time an employee is absent for lunch is calculated and that amount is rounded to the nearest quarter hour.
- G. Non-exempt employees must record absence time in quarter hour (15 minute) increments.
- H. Employee, who engages in de minimis work on a non-routine basis, will not be compensated. If the employee engages in work more than de minimis, then the time will be compensated.

## **Exempt employees**

- A. Exempt employees will receive a flat rate of pay for time worked, regardless of the number of hours worked in a week.
- B. Exempt employees must record absences in E-Timesheet in full or half day increments.
- C. Exempt employees must work the majority of their scheduled work day to receive regular pay for the full day.
- D. Exempt employees that work less than a majority of the day must record leave in half or full day blocks. Exempt employees are expected to coordinate any schedule changes with their supervisor.
- E. Exempt employees should not be required to track their time worked.
- F. Exempt employees should not be required to “make up” time (ex: left work one (1) hour early for an appointment. This time should not be noted on the timesheet, and the employee should not have to make up the one hour of work).
- G. If an exempt employee exhausts all paid leave, unpaid time in full or half day increments should be added to the timecard.
- H. Leave time designated as FML (Family Medical Leave) may be used in less than half or full day increments.