



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 3-2 42

ISSUE 7/98

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EFFECTIVE 7/98

DEPARTMENT BEHAVIORAL HEALTH

SUBJECT
TIME & ATTENDANCE FORMS -
CORRECTIONS

APPROVED

James McReynolds
James McReynolds, Director

I. PURPOSE

To acquaint Department staff with procedures to follow for making corrections to Time & Attendance (T&A) forms. These policies and procedures will apply to all personnel within the Department. After October 1998, a policy and procedure specific to the Inpatient Program will be enacted due to its transfer to the Arrowhead Regional Medical Center's unique automated time keeping system.

II. POLICY

In order to maintain consistent and accurate T&A records, employees should ensure that it is filled out completely and correctly. When the employee's T&A must be corrected, the authorized authority or designee shall make every effort to notify the employee of the corrections and explain the reasons for the change before the report is submitted to the Auditor's Office for processing. When there is a disagreement with the correction made by the authorized authority or designee, the employee may request a review by following the internal complaint procedure outlined in this policy.

This policy does not modify Department policy 3-2.40, **TIME AND ATTENDANCE FORM-HOW TO COMPLETE**, or Department policy 3-2.41, **VOCATIONAL PROGRAM TIME & ATTENDANCE AND COOPERATIVE TIME SHEET REPORTING**. This policy does not supersede any County policies, procedures, agreements or regulations.

III. T&A CORRECTION PROCEDURES

A. COMPLETING THE T&A's

See Department policy 3-2.40, **TIME AND ATTENDANCE FORM-HOW TO COMPLETE**.

B. CORRECTING THE T&A's

Correction of the T&A within the same pay period shall still follow the steps outlined in Department policy 3-2.40, section VI. **CORRECTION OF T&A WITHIN THE SAME PAY PERIOD**, which states:

An amended T&A will be used for adjusting the T&A, for leave time only. The amended T&A should be completed by the employee, approved by the supervisor, and faxed to Gilbert Street Payroll at (909) 387-7243 by 4:00 pm on Friday. Payroll personnel will see that the system is adjusted to accurately reflect the leave time taken. Adjustments to clinical time can be made the next pay period.

In the employee's absence, the Clinic supervisor will submit the amended T&A based on agreed upon leave categories.

In instances where the employee's T&A must be corrected, and the authorized authority or designee shall make every effort contact the employee regarding any corrections to the time shown on said report and explain the reasons for the change before the report is submitted to the Auditor's Office for processing. Employees shall be provided with a copy of any T&A whenever said report is submitted without the employee's signature. In cases where corrections are made in the presence of the employee and accepted, the employee shall approve such corrections by signing the corrected T&A. If time does not allow for this because of the Auditor's deadline, the authorized authority or designee shall notify the employee of the correction and that an adjustment will be made in a subsequent pay warrant.

The County and the Department shall be held harmless for any delays in warrant processing that are the result of errors of improper or unclear preparation of the T&A by the employee.

IV. COMPLAINT PROCEDURE - T&A CORRECTIONS

- A. An employee who disagrees with a correction to a T&A may contact the Director, DBH Human Resources Officer, or designee to conduct a review by filing a formal memo request.
- B. Requests must be submitted within the next pay period that the disputed correction was submitted.
- C. The requesting memo shall state the employee's name, employee number, pay period in question, the employee's work location, the specific nature of the disagreement, and what the employee would like done.
- D. A review will be conducted, and a written decision issued no later than 60 days after its filing.