



## **1.07 TIME REVIEW AND APPROVAL**

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<b>Purpose</b>	Management review and approval of City time entry is required to ensure that time submissions are accurate and employees receive pay in accordance with City pay policy and practices.
<b>Bureau Responsibilities</b>	Every bureau shall be responsible for establishing and maintaining bureau-specific management of time entry review and approval systems, documenting the procedures and processes they adopt in their system, and retaining all source time entry and review and approval process documentation, which substantiates that their system is being followed.
<b>Time Review and Approval Requirements</b>	<p>Each bureau time review and approval process shall contain the following elements:</p> <ol style="list-style-type: none"><li>1. Managerial review and approval of time source documents used as the basis for time entry into SAP.</li><li>2. In cases in which data entry into SAP of time data from other systems or hard copy is necessary, there shall be a review of the data entered into SAP to ensure it is consistent with the approved time from (1) above. This review shall be performed by an individual other than the individual(s) entering the data.</li><li>3. Managerial approval of any retroactive time entry change or in circumstances where a time entry change has been made to a previously approved time submission.</li></ol>
<b>Timing</b>	The regular deadline for execution of bureau time review and approval activities in support of the elements listed above is the Friday after the end of the pay period. In exceptional circumstances when the regular deadline cannot be met, time review and approval activities shall be executed by the Friday after the end of the subsequent pay period. Bureaus may require their managers to review and approve time on an intermittent basis throughout a pay period up through the regular deadline in order to address operational needs.  Adjustment to the SAP time submission and bureau time review and approval processes timeline may be required as the result of announced process scheduling changes, including those noted in the Annual Payroll Calendar. Bureaus will need to adjust internal time review and approval processing schedules accordingly.
<b>Adoption of more restrictive bureau requirements</b>	The standards and guidelines outlined in this Administrative Rule are the minimum requirements for time review and approval. Bureaus may adopt more restrictive procedures to address their specific circumstances.

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## **Documentation and Accountability**

Bureaus will document their bureau-specific time review and approval process and any subsequent process changes and submit those to the Bureau of Human Resources to ensure the most current plans are on file with Human Resources. The standardized format to be used to document the plan is available in the Bureau of Human Resources Forms Library.

Bureaus will retain all documentation relating to their time review and approval process results to demonstrate they are following their adopted time review and approval process.

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## **Retention of Time Source and Time Review and Approval Documents**

Bureaus are to retain all time management records, including those related to time review and approval in accordance with the City's retention schedule, and make such records available for internal policy compliance and external auditor review upon request.

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## **Administrative Rule History**

Adopted by Chief Administrative Officer November 4, 2011  
Revised December 4, 2013  
Revised April 25, 2016

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## **Guidance for HR Administrative Rule 1.07 Time Review and Approval**

**December 2013**

### **Source Documents Defined:**

Time source documents include, but are not limited to: emails, PRESS, UDARS, Journal System, Crew Cards, ESS, timesheets, leave requests and are used to record and submit employee time for the purposes of generating City payroll are to be reviewed and approved by City management. Inclusion of this definition of source documents does not imply the need for the creation of new source documents beyond those currently in use. Bureaus shall ensure they have sufficient source documentation to adhere to all City policies, including those relating to the requirements of the City's time review and approval requirements.

### **Time Review Practices Defined:**

1. Managerial review and approval of time source documents used as the basis for time entry into SAP.

Source documents used as the basis for time entry into SAP require management review and approval. This may be achieved through mechanisms such as manual or electronic signoff on timesheets, attendance rosters and leave requests. Bureaus may also require management review and approval of data being entered into SAP using CATS\_DA or through Management Self Service (MSS) approvals if available, in order to ensure that data entered into SAP is accurate and has been approved.

2. In cases in which data entry into SAP of time data is by a timekeeper or is imported from other systems, there shall be a review of the data entered into SAP to ensure it is consistent with the approved time from (1) above. This review shall be performed by an individual other than the individual(s) entering the data

There are several methods through which this requirement can be met. After time has been entered into SAP, Bureaus may require managerial review and approval of all employee time using the SAP report PT\_BAL00 prior to Friday of the time entry deadline. Time approval by Managers or Supervisors for their employees in SAP Manager Self Service (MSS) when available, also meets the verification requirement.

In bureaus where difficult operational logistics exist, a bureau may choose to have a person other than the person who entered the data verify that the data entered into SAP matches the approved time source documentation. The person performing this task can be bureau management, financial staff, or alternate timekeeping staff. Management review and approval of all time source documents as described in (1) above continues to be required. Management oversight and sign off on the pay period results of the data verification process is required to ensure an accurate and accountable payroll.

In the event it is not feasible due to volume to verify that data entered into SAP is consistent with approved source documentation for all employees in a bureau, verification may occur via sampling of a significant number of entries per payroll period. Managers should also perform periodic unscheduled spot checks of their own and document the results. Additionally, the Bureau of Human Resources may perform unscheduled performance audits.

Bureaus that adopt SAP data verification practices, which have an individual other than a direct manager or supervisor performing the verification for their employees, shall document their procedure as well as provide a justification for why verification of all data entry is not practical for their bureau.

3. Managerial approval of any retroactive time entry change or in circumstances where a time entry change has been made to a previously approved time submission.

Bureaus will need to establish procedures, which ensure all changes to time entries are approved by bureau management and documented.

4. Bureaus using the ESS/MSS time management tools offered through SAP shall follow the guidelines below in order to be in compliance with HR Administrative Rule 1.07:

- The time request application shall be used as the source document for all leave requests (including unexpected sick leave) and overtime requests requiring pre-approval. Bureaus are expected to set policy regarding whether or not to use the time request tool to document leave requests for FLSA exempt employees requesting a partial day absence in compliance with HR Administrative Rule 8.03.
- Use the manager delegation application to ensure time approvals are processed in accordance with the “Timing” section of HR Administrative Rule 1.07 and time requests are processed in a timely fashion.
- Approved time requests shall be reviewed against entries on the timesheet to ensure accuracy of reported absence or overtime.
- An employee certification shall be cancelled by the manager or timekeeper in the event of a timesheet change made by the timekeeper after employee certification has occurred. Employees shall recertify their timesheet once the correction has been made.
- A manager approval shall be cancelled by the manager or timekeeper in the event of a timesheet change made by the timekeeper. Managers shall reapprove the timesheet once the correction has been made.
- The time approval application may be used by managers to approve time even for employees who do not enter their own time via ESS.

Bureaus utilizing ESS/MSS SAP time management tools as stated in this Guidance will be compliant with HR 1.07. Use of this process should be acknowledged in the bureaus’ Time Review and Approval Plan Submission.