

 ROSWELL PARK <small>COMPREHENSIVE CANCER CENTER</small>	Roswell Park Comprehensive Cancer Center Policy and Procedure	Date Issued: 6/1/1989	Number: 615.1
Title: Recording and Maintaining Time Records and Pay	Revision: 16	Effective Date: 7/16/2024	
Prepared by: Payroll Office, Human Resources Management	Approved by: Michael B. Sexton, Chief Legal Officer	Page: 1 of 5	

A. GENERAL STATEMENT OF POLICY

This policy outlines the process for recording and maintaining time records on Roswell Park Comprehensive Cancer Center's (Roswell Park) electronic time and attendance system. Employee time records are the basis for the preparation of paychecks. This policy also provides a consistent method of time reporting procedures that meet appropriate standards of legal and regulatory requirements, the applicable collective bargaining agreements, time and attendance rules and Roswell Park Merit Board Rules and Regulations.

B. SCOPE

This policy applies to all Roswell Park and Health Research Inc., Roswell Park Division (HRI) employees.

C. ADMINISTRATION

The administration of this policy will be the responsibility of department managers/supervisors. Managers/supervisors are responsible for training and counseling employees on the requirements for time entry and submission, and for reviewing and approving their employees' timecards in a timely manner.

D. POLICY / PROCEDURE

All employees are paid every two (2) weeks (bi-weekly). Payment is based on the time entered by the employee and approved by the employee's supervisor. Incorrect or incomplete time will not be paid until the following pay period if not corrected prior to the pay period being locked. The pay period locks as follows:

For Health Research, Inc. Roswell Park Division employees: The pay period locks at 12:00p.m. the Thursday following the end of the pay period. For example, if the pay period end date is Wednesday, October 30, 2024, the pay period locks at 12:00p.m. on Thursday, October 31, 2024.

For Roswell Park employees: The pay period locks at 2:00p.m. the Friday following the end of the pay period. For example, if the pay period end date is Wednesday, October 30, 2024, the pay period locks at 2:00p.m. on Friday, November 1, 2024.

No advance payments or loans will be made to employees.

All employees are expected to enter their time in Workday, using the method developed for their title, negotiating unit and overtime eligibility status. All employees are responsible for adhering to all related Roswell Park/Departmental procedures, including requesting time off, recording their time, and submitting time records promptly.

1. Entry Methods

Time entry methods are determined by an employee's title, duties, grade, overtime eligibility status, and/or union. Due to these factors, the entry method will be assigned to employees by the Human Resources Management Department.

- a. **Badge Entry** - Employees eligible to earn overtime (typically salary grade 22 and below), including hourly Roswell Park employees who are M/C or members of CSEA or NYSCOPBA and HRI employees in titles designated as "CSEA-like" by Human Resources, will use this method of time entry.

These employees will record the **actual time** they begin work and the **actual time** they finish work for the day by either swiping their ID badge at a badge reader, or by using the Check In/Check Out feature within Workday's Time application. These employees **may not** use the PC entry method of recording their time.

- b. **PC Entry** - Employees eligible to earn overtime (typically salary grade 22 and below), including those hourly Roswell Park employees who are PEF members and HRI employees in titles designated as "PEF-like" by Human Resources, will use this method of time entry.

These employees will record the **actual time** they begin work and the **actual time** they finish work for the day by entering a time block in their timecard in the Workday system. Note: When an employee works hours that are different than their scheduled hours (even if slightly different) the **actual start and end times of work must be entered**.

While the best practice is to make entries daily, these employees are **required to make their entries no later than the end of the next shift worked, and no later than the end of the pay period**. Any hours worked on Wednesday must be entered prior to leaving work on that Wednesday.

- c. **Exception Reporting** - All Roswell Park and HRI employees exempt from overtime eligibility (salary grade 23 and above or in certain titles designated by the collective bargaining agreements as exempt from overtime eligibility) will use this method of time entry.

These employees are required to submit a total number of hours worked in each pay week and accurately record all accrual use within the Workday system. They are not required to specify start and end times of work each day.

2. Employees Eligible to Earn Overtime

All employees using the Badge Entry method or the PC Entry method must accurately record all hours of work by recording the **actual time** they begin work, and the **actual time** they finish work for the day. These employees are not permitted to perform work without recording it as work time; "off-the-clock" work is prohibited. Working "off-the-clock" may result in corrective action.

Any employee using the Badge Entry method or the PC Entry method must obtain prior supervisory or managerial approval to work outside their regularly scheduled work hours, including overtime. Working extra time or overtime without approval may result in corrective action.

3. Time Submission

It is the employee's responsibility to ensure that their time worked and time off accruals are entered timely and accurately. All employees must submit their time at the end of each pay period. This requires employees to review their timecards to ensure that all work time is entered, any errors are resolved, all time off accrual use is recorded, and all the information is complete and accurate. When the timecard is complete and accurate, the employee must complete the submission. Submission must be completed prior to the payroll period being locked. Incorrect, incomplete, or time records in error status will not be paid until the following pay period if not corrected prior to the pay period being locked.

If an employee is planning to be off campus at the end of the pay period, the employee is expected to ensure that all time worked in the pay period is accurately recorded, appropriate accruals are entered and approved for the pay period, and their time is submitted on the last day they are on campus. If an employee is unexpectedly away at the end of a pay period and unable to submit their time, they are to coordinate with their timekeeper or supervisor to ensure the absence(s) are recorded.

After payroll processing is complete for a period the timecards will unlock, and employees and timekeepers are able to make retroactive adjustments to their timecards, including worked hours entries and time off accrual usage. These retroactive adjustments must be submitted to the employee's supervisor for approval before they will be paid. Timecards will be permanently locked and no further changes or adjustments will be permitted after 8 weeks.

4. Training

New employees will be trained within their department as part of the new employee orientation process on time entry, and supervisor or timekeeper responsibilities, as applicable. Additional training can be found in Workday. Questions regarding the entry method to be used by employees should be referred to Human Resources Management.

5. Supervisor Responsibilities

It is the responsibility of supervisors to review and approve each employee's time record. The supervisory review includes ensuring work time is accurately recorded, addressing time off requests and approving each timecard when it is complete and accurate. Supervisors must complete this review and approval promptly at the end of each pay period, and prior to the pay period being locked. If a supervisor has prescheduled time off around a payroll lock date, the supervisor is responsible for delegating the time off and time entry approval task to another supervisor.

6. Timekeeper Responsibilities

It is the responsibility of the timekeeper to assist employees with missed clock-ins or clock-outs, timecard errors, and absence requests when needed by entering, adjusting, or deleting the entries. Additionally, timekeepers are responsible for reviewing and managing holiday schedules.

7. Payroll Processing of Timecard Information

Payroll will be processed based on the information contained in the timecard upon closure of

each pay period. If an employee does not record all of their time, or if a timecard is not submitted or approved, pay will be calculated based on incomplete information, which may result in an employee receiving a paycheck that is lower than what was expected. If a correction is necessary, the employee may make changes to their timecard in the next pay period using Workday. Badge entry employees may need to work with their timekeeper to make corrections.

If an employee and a supervisor disagree about a matter related to a specific timecard, either the supervisor or the employee may contact the Office of Employee and Labor Relations or the Pay and Benefits Office for guidance and assistance.

8. Withholdings

All employees will be subject to required payroll taxes and withholdings. It is the responsibility of the employee to ensure the correct tax withholding elections are made and updated as necessary. Changes to tax withholdings are not maintained by the Pay & Benefits Office. Employees may update their payroll taxes in Workday. Withholdings, such as loans, retirement arrears, garnishments, etc., may be viewed on the employee's pay slip via Workday.

9. Direct Deposit

All employees are strongly encouraged to receive their pay via direct deposit. Those who have direct deposit will automatically receive their pay slip electronically; however, the election to receive a paper pay slip may be made in Workday at any time. Employees may choose to have a portion of their compensation, or the net (total) amount deposited into one or multiple accounts.

Employees are responsible for carefully and accurately updating Workday with any changes in the direct deposit account(s). If information is entered inaccurately, it will result in delay of payroll payment until the next scheduled pay date. Automatic cancellation of direct deposit will occur if we are notified by a financial institution of error in account and/or routing information.

10. Paycheck and Pay slip Distribution

For those employees that have elected paper delivery options, paychecks and pay slips will be mailed.

- Employees are responsible for maintaining their accurate mailing address in Workday.
- Employees who are on leave may request to have a paper pay slip while on leave.
- Employees who are providing notice of their separation may elect to have a paper pay slip for their final check by updating their Workday election.

Pay checks received prior to the pay date must not be cashed or deposited until the actual pay date.

11. Payment Errors or Discrepancies

It is the employee's responsibility to review their payroll payments and time off accruals each pay period to ensure accuracy. Employees are responsible for notifying payroll of any errors, such as under or overpayment, at the time of discovery. With the exception of time worked, changes to available time off accruals will only be processed if the requested changes are for accrual events less than 60 days old.

12. Violations

Violations of this policy will be addressed through the corrective counseling and/or progressive discipline process in accordance with the collective bargaining agreements, if applicable. Such violations include, but are not limited to, failure to accurately and/or timely record work time or accrual use, failure to submit time, supervisory failure to review and/or approve timecards.

Employees are not authorized to share their Workday password with other individuals. Sharing of your Workday password to have others complete time entries, timecard submission, etc. is considered a violation of [Roswell Park Policy #909.1: Passwords](#).

E. DISTRIBUTION

This Policy and Procedure will be distributed to all Roswell Park Managers via the Roswell Park internal web page and to holders of backup hard copies of the manual. Managers are responsible for communicating policy content to pertinent staff.