

## General Time Entry Guidelines for all DJJDP Staff

1. Time worked is always coded as 9500. **NEVER** use code 9510.
2. Enter actual hours worked; BEACON calculates the overtime hours if eligible.
3. Enter all absences under the appropriate code; leave hierarchy will be applied when using code 9000, approved leave.
4. Record travel time under code 9515.
5. **Time must be approved weekly to insure proper quota accruals and proper payment for those eligible for shift and overtime pay.**
6. Temporary employees will not be paid unless time is approved weekly.
7. Positions **Subject** to the Fair Labor Standards act for Overtime Compensation:
  - a. Employees in most Direct Care positions receive immediate payout for overtime earned.
  - b. Employees in non-direct care positions accrue comp time which must be aged for 12 months before it can be paid.
8. Positions Not-Subject to the Fair Labor Standards Act for Overtime Compensation (**Exempt**) are **not** eligible for overtime payments.
9. Day shift employees do **not** use the push code to start shift premium for non-recurring or occasional assignments to second or third shift. This is a policy violation.
10. Regular evening or night shift employees need to use the push code to **stop shift** premium for temporary assignments to first shift or for training and meetings attended during first shift hours. Again, this is a policy issue.
11. Permanent shift changes need to be made effective on the 1<sup>st</sup> day of the month to avoid pay problems. These changes need to be reported to the HR compensation staff to ensure proper payment.
12. Holidays off are coded as 9300. Holidays worked are coded as 9500.
13. When working on a holiday, employees eligible for the 50% holiday premium will be paid the premium in the payroll period in which the timesheet is approved.
14. “Holiday leave” not used within 60 days of the observed holiday converts to “holiday comp”.
15. Holiday comp goes into the leave hierarchy under approved leave. It will be exhausted on the next approved leave day.

16. Employees on alternate work schedules (anything other than five eight hour days per week) need to adjust schedules during weeks where there is a holiday so that the actual number of hours worked is 32.
17. DJJDP employees are either designated as positive time employees or negative time employees. Time entry requirements are different for each group.
  - a. **Positive Time Employees:**
    - i. Enter all hours worked as 9500 to include hours worked in excess of their normal work schedule.
    - ii. Enter all absences under the appropriate code; leave hierarchy will be applied when using code 9000, approved leave.
  - b. **Negative Time Employees:**
    - i. Must be exempt.
    - ii. Enter exceptions only.
      1. hours worked in **excess** of the normal work schedule (except designated managerial staff)
      2. absences
    - iii. Holidays off do **not** need to be recorded
    - iv. Entering regular work hours will cause quota accrual and pay issues.
    - v. Time sheets should be released and approved only for weeks in which there are exceptions to be entered.

Managers will receive a list of their respective negative time employees separately.