

SOCORRO COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION № 2009-72

TIMEKEEPING POLICY

Timesheets and timekeeping records should represent an accurate and true report of hours worked and hours taken in accordance with Socorro County's Personnel Policy.

I. Purpose.

To provide all personnel of the County of Socorro with guidelines for the proper submission of a time record.

II. Policy

Because of the unique work schedules of every department, an accurate time sheet is crucial to ensure the efficient use of the County's resources. This policy is intended to provide information to all personnel, which will allow them to monitor time sheet completion in a professional manner.

III. Procedures

A. Employee Responsibilities. All employees when completing their time sheet will adhere to the following procedure:

1. No employee will work for the County without compensation.
2. All time worked must be entered onto the NetClock system at a location designated by the department head or supervisor.
3. All hourly employees, with exception of those below, will record their work starts and stops by logging in to the NetClock system to record punches in and out.
4. Only the following employees will turn in paper timesheets to their supervisor and the supervisor will ensure time is entered into the NetClock system:
  - a. Road department employees located in remote areas of the County
  - b. Solid waste employees at distant locations without County network access.
  - c. Sheriff's deputies reporting for duty from off-site locations.
5. The County will not compensate for time not worked except as authorized under the County's Personnel policy.

6. Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed or by failing to subtract time from the time sheet when the employee was not present to work is a violation of this policy and may result in disciplinary action up to and including termination.
  7. No person will 'punch' or enter time on behalf of an employee (only designated administrators may correct punches).
  8. Falsifying a timesheet that results in receiving public money for services not rendered by knowingly making or receiving payment or causing payment to be made from public funds purported to be for wages, salary or remuneration for personal services which have not in fact been rendered is a fourth degree felony. NMSA 1978 § 30-23-2 (1963).
  9. Employees must ensure their time record is fully completed prior to 9:00 AM on Monday morning to allow department payroll administrators time to complete his or her duties.
  10. Employees who do not submit their time via NetClock by the deadline will not be paid until the following pay period. Partially completed records will only be compensated for the hours shown until the next pay period.
  11. If the employee is on annual leave it is his/her responsibility to fill out the time sheet prior to leaving. If the employee is on sick leave, the shift supervisor will complete the sheet in the employee's absence.
  12. While no justification is necessary for normal work time, overtime should be explained on the time record.
  13. Non-electronic (paper) timesheets. For those aforementioned employees who will not use the NetClock system, time sheets must be completed in ink only. No pencils will be used;
    - a. When correcting a time sheet, the employee should use a single line strike through.
    - b. Anyone making a strike through or correction on a time sheet (employee, supervisor, payroll clerk, etc.), must place their initials next to the correction.
- B. Supervisor Responsibilities
1. Each working day, the department's assigned payroll administrator will login to the NetClock system and check the punches of all employees and

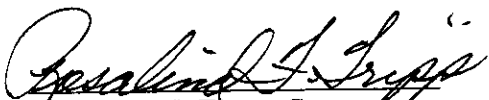
enter any sick leave or vacation time to be used during the pay period, per submitted leave request forms.

2. If an employee calls in prior to the beginning of the shift requesting and receiving leave, the appropriate payroll administrator enters that time on the employee's record.
  3. If time recorded does not meet budgeted base pay (i.e. 80-hours in a two-week period) and the employee does not indicated which leave category to use, vacation time will automatically be used to equal base pay totals.
  4. The department's payroll administrator will ensure all employee leave is recorded and that base pay hours are correct (i.e. 80 hours in a two-week period).
  5. It is the responsibility of the department head to ensure that all time sheets are correctly completed by all personnel prior to 9:00 AM on Monday.
  6. All entries in the NetClock system must be finalized by 10:00 AM on Monday for payroll processing.
- C. Instructions for Correcting Payroll Errors. If a mistake is made after reporting time and not realized until after the payroll process has been completed the following procedure will be followed: The employee will write a memo to the department head stating the employee's name, employee number, date of the error and the error itself. The Department Head will then notify Human Resources of the error.
- D. NetClock System Failure. If in the unlikely event the NetClock system is "down" or otherwise unavailable, the following procedures shall be followed.
1. Upon discovery of the unavailability of the NetClock system, the discovering employee shall immediately notify his/her supervisor and that supervisor shall notify Human Resources as soon as is practical under the circumstances.
  2. The Human Resources Officer or his/her designee shall distribute authorized timesheet forms for the interim period for any affected employee or department, only those timesheets distributed will be accepted.
  3. All other requirements of section 13 of this policy shall be complied with for the use of any "paper" timesheet.

4. Any paper timesheet must be signed and approved by the employee the Employee's Department Head/Elected Official and the Human Resources Officer or his/her designee.

**APPROVED, ADOPTED, AND PASSED** on this 10<sup>th</sup> day of November, 2009.

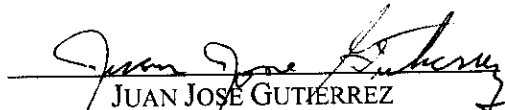
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