

 <p><b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b></p>	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 4/09, Rev. 11/12/09, Rev 2/10, Rev 9/10	Page: 1 of 2	Number: 2.8
	Reviewed by/Reviewed Date: CSA Exec Team 7/27/09, 11/23/09, Exec Team 2/10, Exec Team 9/10	Replaces:	Category: Time Keeping and Attendance
Title: <b>Timecard and Time Study</b>		Approved: 9/20/10	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

To establish the Community Services Agency’s (CSA) expectations regarding timecards and time studies.

**Definition**

All employees are responsible for recording their actual hours worked, including any exceptions to the usual schedule.

**Procedure**

Timecard

For those employees who are required to report working hours on their timecards, department heads or their designees must ensure that employees report the time actually worked, so that it is accurately reflected on the payroll documents which are submitted to the Auditor-Controller for payment. It is a violation of the law to allow an employee to flex his or her hours by indicating on certain days that they have worked when in fact they have not. For example, if an employee works 10 hours on Monday and 6 hours on Tuesday, it should be reflected that way, and not reflected as 8 hours on both.

CSA employees are expected to adhere to the following:

1. Employees must complete a timecard each week. All employees are responsible for recording accurate and actual daily in and out times, no rounding shall occur when reporting daily in and out times. When adding up the daily total hours worked, the time should be listed to the nearest quarter hour. Employees should complete their timecard daily and submit to their supervisor for approval at the end of each week. Timecards are then approved by the supervisor and submitted to CSA HR by 9:00 a.m. on Friday, unless otherwise specified.
  
2. On very rare occasions, when an emergency occurs, an employee may not be able to take a lunch break during their work shift. An emergency example could be having a child in custody and the Social Worker is unable to take a lunch. An emergency is not in situations when the employee continues to work extra on a caseload or to attend meetings. When the employee has an actual emergency situation, they should contact their supervisor immediately for approval and will note on their timecard “Unable to take a lunch due to an emergency”.

3. If an employee is planning to work the weekend or unsure of the time that will be worked for the remainder of Friday, employees should estimate the time to be worked and submit a photocopy of the timecard to CSA HR by the deadline. Employees must submit an original timecard approved by the supervisor to CSA HR no later than 9:00 a.m. on Monday.
4. It is the responsibility of both the employee and the supervisor to ensure that timecards are submitted timely and accurately.

### Time Study

Time study hours are used to allocate our Agency's costs (salaries and overhead) in order to receive reimbursement from our various funding sources; primarily Federal and State dollars.

1. Quarterly timecard coding information will be provided to each employee by e-mail containing their individual instructions on how to complete time studies. Staff required to time study continuously (i.e.; EDP, Trainers) will receive unique instructions as needed.
2. Employees will record their time based on the activities performed to the benefiting program using the appropriate time study codes.
3. All employees must record their time study information on their timecard and submit to CSA HR in accordance with our Agency's timecard deadlines.
4. It is the responsibility of both the employee and the supervisor to ensure that time study hours accurately reflect the work performed by the employee during the time study period.