

**City of Saratoga Springs**

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**XII. TIMESHEETS**

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**Office of Finance**

**Presented November 20, 2007  
Amended July 21, 2009  
Updated August 7, 2012  
Updated June 18, 2013**

## XII. TIME SHEETS

Title 4 of the City Charter states that “the Commissioner of Finance shall certify City Payrolls.” The Payroll function is in the Finance Department. This policy governs the legality of recording time, and the responsibility of the Employee, Supervisor, Department Head (Deputy, Director, or Commissioner), or delegate for the accurate completion and review of all time sheets.

### A. Time Sheets as Legal Source Documents

It is the policy of the City of Saratoga Springs that time sheets are the legal source document for all payroll transactions. Time sheets are the legal authority to pay an employee. They also serve as verification of time off, and provide the legal basis to grant an employee benefits, including workers’ compensation as appropriate.

1. “Time”: “Time” includes all intervals for which pay is being requested, including the normal work day and the standard work week, as well as exceptions thereto.
2. “Normal Work Day; Standard Work Week”: The Standard Work Week varies between 33 and 40 hrs and is specified by title. The Normal Work Day is expected to be one-fifth of the Standard Work Week. For the purposes of this policy, these do not include vacation, personal, sick, comptime, overtime, conferences, union matters, and other special circumstances.
3. “Exceptions”: “Exceptions to the Normal Workday and the Standard Work Week” include vacation, personal, sick, comptime (earned or used), overtime, conferences, union matters, and other special circumstances.

### B. Procedure

1. Recording of Time
  - a) All time must be recorded on the timesheet on Sample Form T-1, for Part-time employees, and Sample Form T-2 for Full-time employees.
    1. Time must be reported accurately on the date that such work was performed.
    2. Time recorded shall reflect the actual start and stop time of work, rounded to the nearest 15 minutes. For example, if you arrive at 8:53am, record 9:00am. If you work until 4:33pm, record 4:30pm.
    3. In the event that “Exceptions to the Normal Workday and the Standard Work Week” are recorded on the timesheet, the proper approvals, as described in Section X Part B2 must precede the timesheet.
  - b) Time will be paid based on rounding to the nearest quarter hour.
  - c) It is the responsibility of the Employee to complete and sign in blue or black ink only.
    1. No pencils may be used.

- d) In the event an employee cannot sign the time sheet due to absence or illness, the employee's Department Head or delegate may sign for the employee but shall indicate on the timesheet that they signed for the employee.
- e) Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed or by failing to subtract from the time sheet when the employee was not present to work is a violation of this policy.

2. "Exceptions to the Normal Workday and the Standard Work Week"

a) Approval Process:

- 1. Requests for leave and requests for approval to work additional hours must be submitted in writing to the Department Head or delegate **prior to** utilization of the Exception, except in the case of illness or emergency.
- 2. In the case of illness, the Department Head or delegate should be notified prior to, on or about the normal time for reporting to work, or as soon as possible in the event of an emergency.

b) Time Sheets: Time sheets shall be filled out and submitted each week with **confirmation** (in the form of Department Head or delegate's signature) for all Exceptions to the Normal Workday and Standard Workweek. For auditing purposes, proper documentation must accompany all timesheets received by the Finance Department, to verify time worked and time off each week as it occurs.

c.) Supporting Documentation.

- 1. Sample Form T-3 & T-4: For your convenience, attached is a Sample Form T-3 and T-4, "Request for Leave" and "Request for Approval to Work Additional Hours."
  - Sample Form T-3 "Request for Leave": Per union contract, extended vacation should be requested no later than February 28 each year. All other requests must be received by the Department Deputy at least ONE WEEK prior to the start of request, and will be subject to Deputy approval taking into account adequate staffing levels for that Department. **All** requests **MUST** use this form. The Department Deputy or Delegate in Absence must respond, in writing, within one business day regardless of determination.
  - Sample Form T-4 "Request for Approval to Work Additional Hours: Request to work additional time must be approved, in writing, by the Deputy, prior to working the hours requested. A reason for the request must be notated and all requests are subject to Department Deputy's approval.
- 2. Jury Duty: Please list the time and location on time sheet as Juror and provide copy of summons or Court issued Jury Slip.
  - The City pays full-time employees normal pay while serving as a juror. You are not entitled to the Jury Allowance payment. Per County instructions, if you are

erroneously paid the \$40.00 allowance, you are required to return the check to the County.

- The City pays part-time employees \$40 per day for the first three days that the employee serves on a jury. The County pays part-time employees \$40 per day from the fourth day forward.

3. Conferences: Please list the times and location on time sheet of your attendance at conferences, workshops, etc.

4. Union Matters: Please state on the time sheet that your time is to be allocated to Union matters, so that allowances therefor may be correctly tracked.

### 3. Compensatory Time Payout Request

- a) The compensatory time payout request form shall be completed by the employee on Sample Form T-5 and signed. It shall then be forwarded to the Department Head or delegate for review and approval.
- b) The employee, Department Head or delegate may contact the Finance Office prior to signing the form to determine that the number of hours requested to be paid out are available.
- c) All forms must be returned to the Finance Office by 10:00 a.m. Monday morning to be included on that week's payroll. Forms received after that time will be paid from the following week's payroll.
- d) If sufficient hours are not available on the books when the form is received by payroll, it will be rejected.

### 4. Correction to time sheets

- a) When correcting time sheets, the employee shall use a single line strike through. No white out is allowed. The employee and Department Head or delegate must initial changes.
- b) The Finance Office, during the course of payroll processing, may require correction of time sheets. Every effort shall be made by the Finance Office to timely communicate such errors and corrections to the employee in advance of receiving payment.
- c) If an error is made after reporting and is not realized until the payroll process is completed or if a mistake is made in processing, the employee must contact the Finance office in writing, describing the error and the memo shall be initialed by the Department Head or delegate. If the Finance Office concurs that an error exists, it will make the correcting compensation on the next available payroll.

### 5. Submittal: Submittal of all documentation to the Finance Office shall comply with the Finance Policy. Original timesheets, timecards and daily/weekly rosters must be submitted to the Finance Office no later than 11:00am on Mondays for the Mayor, Finance, Accounts

and Recreation Departments and 11:00am on Tuesdays for Departments of Public Works and Public Safety.

### **C. Review, Verification and Certification of Time Sheets**

Time sheets for all employees, as well as part-time employees, shall be reviewed and countersigned with an original signature (signature stamps are acceptable) in blue or black ink **by their respective Department Head or delegates.** This countersignature indicates that the time sheet has been reviewed and implies certification that the time reflected on the time sheet represents a true and accurate record of time worked and time off.

### **D. Applicability**

This policy applies to all City employees with exceptions as noted:

1. Mayor, Commissioners, Deputies and Attorneys are exempt from this policy.
2. All employees covered by the Non Union Full Time Personnel Resolution, except for Deputies, shall complete the City of Saratoga Springs Non Union Time Sheet on Sample Form T-6. The total number of hours worked in a given day or the hours of leave or holiday time used shall be recorded daily.
3. Deputies are required to inform the Finance Office, in writing, within 5 days of when "Exceptions" are utilized, and no later than the close of the last payroll of the year.
4. Time Clock Guidelines (see Attachment A) are used by those who punch a timeclock.
5. The Police and Fire Departments follow procedures that are maintained in their respective departments.

### **E. Custody of Time Sheets**

All original time sheets, time cards and daily/weekly work rosters shall be kept confidential under the custody of the Commissioner of Finance.

### **F. Fraudulent Time Sheets and Violations of Time Sheet Policy**

Fraudulent time sheets constitute theft of public funds. Such fraudulent time sheets and/or consistent violations of this policy may constitute cause for disciplinary action in accordance with the applicable provisions of the collective bargaining agreement and civil service law.

Attachment A



City of Saratoga Springs

Office of Commissioner of Public Works

City Hall

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THOMAS G. McTYGUE  
COMMISSIONER

SAMUEL J. DOWNING  
DEPUTY COMMISSIONER

JOSEPH J. O'NEILL  
DIRECTOR OF PUBLIC WORKS

October 2, 1990

M E M O

TO: J. McNeary, W. Robinson, T. Cogan, T. Fisher,  
A. Madarassay, B. Kilmer, J. Welden, T. Lollias,  
D. Bendon, S. Richardson, J. Carlow, L. Phillips  
FROM: J.J. O'Neill  
SUBJECT: Late Policy

The following policy regarding late punch-in by hourly employees is to be followed by everyone responsible for turning in timesheets:

0 - 15 minutes late - dock 15 minutes  
15-30 minutes late - dock 30 minutes  
After 30 minutes late - employee is not to punch-in.

It is the responsibility of each employee to punch their own time card both "in" and "out".

Anyone caught punching another employee's time card will face the following disciplinary action:

1 st offense - written warning  
2 nd offense - 1 day suspension  
3 rd offense - termination

The same disciplinary action will be imposed on the employee who is having their card punched.

Also employees punching out are to complete the work day, i.e. )Punch out time is 3:00 P.M. or 3:30 P.M.) Anyone punching out early will be docked the following:

1 - 15 minutes - docked 15 minutes  
15 - 30 minutes - docked 30 minutes

cc: Commissioner McTygue  
J. Brophy  
J. Ruhle