

DEPARTMENT OF ADMINISTRATIVE SERVICES
CENTRAL SERVICE AGENCY
PAYROLL PROCEDURES- CSA

[LEGAL AUTHORITY: Section 125.22 O.R.C. (A) through (F)]

- 1) Each board/commission (B&C) maintains a record of **every (including Ex. Director's)** employee's time, using the Excel spreadsheet. Each employee should track the following:
 - a) HOURS worked (TIME OF DAY EMPLOYEE BEGAN WORK, OUT FOR LUNCH, BACK IN FROM LUNCH, AND OUT AT THE END OF THE DAY).
 - b) Leave time taken.
 - c) Overtime/compensatory HOURS worked:
 - OT Eligible employees accrue at time and one half hours for anything over 40 hours per week. Individuals may choose to have the hours paid as over time or choose to accrue compensatory time.
 - OT Exempt Employees accrue hour for hour (straight time) for anything over 40 hours in a week or 80 hours in a pay period.
 - d) Any leave without pay that may occur during the pay period.
 - e) Flex time. Flex hours should only be shown on the Excel spreadsheet and NOT IN OAKS. OAKS should always show 8 hours per day.
 - Employees that are on a schedule should NOT touch their timesheet and should maintain their hours through the Leave/Overtime Request page.
 - Employees that are NOT on a schedule will enter their hours directly into OAKS.

Each timesheet should be signed by the employee to reflect that is an accurate record of their work activities for the pay period it covers. **This record must be maintained on file by the B&C. There may be times CSA or an auditor will request a copy to verify hours – please refer to “WORK HOURS INSTRUCTIONS” for more detailed information.**


- 2) Part-time and intermittent employees will need to enter their hours directly into the OAKS timesheet.
- 3) Each full-time employee should enter all requests for Leave/Overtime through OAKS self-serve.
- 4) The timekeeper for each B&C then verifies time entered into OAKS for each individual against all requests for leave and overtime (OT) authorization forms, prior to DEADLINES ESTABLISHED BY CSA for processing (See “Approvals”).
- 5) The B&C timekeeper ensures that all Requests for Leave and Overtime are approved and that sufficient leave balances exist to cover requests for leave time.
- 6) APPROVALS:

- a) All Leave/Overtime Requests MUST be entered into OAKS no later than close of business Monday following payday.
 - b) ALL Leave/Overtime Requests MUST be APPROVED no later than Tuesday following payday.
 - c) Copies of paper timesheets (if applicable) must be received into CSA no later than Monday following payday.
- 7) CSA retains a payroll file with supporting documentation, filed by pay period, FOR ALL CSA boards and commissions.
- 8) CSA's Responsibilities: Starting the week of payroll processing
- a. Starting Monday, CSA will monitor unapproved Leave/Overtime Requests and will e-mail B&C timekeepers of requests that still need to be approved.
 - b. Starting Tuesday, CSA will begin to monitor unapproved Leave/Overtime Requests and unapproved payable time. CSA will begin to e-mail B&C timekeepers of items that remain unapproved.
 - c. CSA will begin to run a series of reports to ensure accuracies (e.g. Less than 80, More than 80, Sick and OT in same week, Exception Report, Separation Report, Low Net etc). Reports are run starting Tuesday afternoon and will be run through Friday morning of payroll processing week to continue to monitor hours.
 - d. Post miscellaneous entries (e.g. taxes, benefits, changes etc.)
 - e. CSA will be responsible for posting disability hours, adoption/childbirth leave, leave donation, Sick for Hospitalization.
 - f. Adjustments will be made if needed to include but not limited to: Leave time used, leave without pay, and overtime or comp time earned is mathematically correct and properly documented.
 - g. Hours are entered for positive time reporters (intermittent and part-time employees, and board members), if applicable.
 - h. TIME WORKED AND/OR LEAVE TIME/LEAVE WITHOUT PAY IS REPORTED IN ACCORDANCE WITH APPLICABLE STATE AND FEDERAL LAWS AND CURRENT BARGAINING UNIT AGREEMENTS.
 - i. Personnel Actions (PA) will be checked against OAKS to ensure that the changes did occur and any adjustments made.
- 9) CORRECTIONS:
- a. All changes and corrections of hours into OAKS after the cut-off date of MONDAY following Payday MUST be submitted and changed by CSA ONLY.
 - b. Prior Pay Period Adjustments MUST also be submitted and changed by CSA ONLY.

This allows CSA to monitor all hours that need to be approved and processed through payroll.

- 10) Errors or inaccuracies on time reporters' timesheets in OAKS will be identified by the CSA HR. If necessary, CSA HR will contact the B&C in order to resolve any outstanding issues until all problems are corrected. If corrections, additions, etc. are necessary and are authorized by the B&C, CSA HR will make changes in the OAKS timesheet, leave forms, etc., indicating who authorized the action as needed. If CSA is unable to obtain an authorization from the B&C by the time payroll closes, CSA reserves the right to make the appropriate change as they best see fit and will notify the B&C of the change. Any discrepancies will be resolved on the next appropriate pay period.


- 11) CSA will complete a PAYROLL PROCESSING CHECKLIST for each pay period and will retain the processed checklist in the file for each pay period.
- 12) CSA will receive a paper timesheet no later than Monday following payday for each of the B&C Executive Directors that has requested CSA to approve their time. CSA HR Manager will verify the hours on the timesheet and OAKS match and then will approve the time.
- 13) On the NON-PAYDAY FRIDAY, DAS Payroll Services processes information entered into OAKS system, and submits to the Office of Budget Management for financial approval, and to process PAYCHECKS and statements.
- 14) Once the payroll processing is complete, and maintenance run in the OAKS system, on the Monday of pay week, B&C's have the opportunity to view AND to verify all pertinent information for employees and board members who appear on payroll (leave time usage, hours paid, taxes, payroll deductions, financial breakdown, etc.). CSA will provide each B&C with a copy of their payroll register for each pay period.
- 15) Pay statements are available online for employees to view beginning on MONDAY of pay week, with the funds being available at 9:00 a.m. on payday Friday.
- 16) ANY PROBLEMS/DISCREPANCIES THAT ARE IDENTIFIED BY AN EMPLOYEE AND/OR THE AGENCY, ARE BROUGHT TO DAS/CSA'S ATTENTION AND RESEARCHED. APPROPRIATE STEPS ARE THEN IDENTIFIED AND TAKEN TO CORRECT THE ISSUE.



Orvell Johns, Administrator 2/19/13
Date



Reviewer Title 2/19/13
Date



Reviewer Title 2/19/13
Date