

Procedure #7010
Category: Financial
Title: <b>CHANGES TO TIME ENTRY</b>
Date of Initial Approval: 09-02-2025
Revision/Reauthorization Dates:
Reviewers: MSA Superintendent; MSA Fiscal Services Director; MSA Human Resources Director

## **PURPOSE**

This procedure is to establish a method for supervisors to document and communicate any changes that they make to employees' time entry within the state payroll system. Current state protocols allow supervisors to make changes to employees' time entry only if attempts to contact the employee to make changes themselves are unsuccessful. However, to comply with fiscal audit expectations, documentation of those changes and the reasons for those changes are required.

Changes to time entries made by supervisors should not be the usual practice. Priority should be given to ensuring that employees complete their own time entries accurately and completely. Supervisors are responsible for providing training and clear expectations to their employees.

## **PROCESS FOR SUPERVISORS**

If a supervisor and/or the payroll coordinator note a change (error, forgotten comment, etc.) that needs to be made to an employee's time entry, supervisors are required to follow the steps below:

- A. Contact the employee to make those changes themselves. This must be done within the deadlines for each pay period.
- B. If the employee does not respond and/or is unable to access time entry to make changes prior to the deadline, the supervisor may make those changes along with the following documentation.
  - a. Add a comment in the time entry comments area explaining details of the change(s) made and the reason why the supervisor made those changes instead of the employee.
  - b. Send an email to the employee informing them of the change. The payroll coordinator must be copied in this email and will track all changes to determine any training or follow-up needs.

## **EMPLOYEE RESPONSIBILITIES**

- The employee is responsible for completing their own time entry each pay period with accurate hours, comments, and totals (including pay periods when they are not scheduled to work – i.e., spring break, summer pay periods).
- Employees are also responsible for submitting leave, overtime, and compensatory time requests that match the hours documented in their time entries. Hours that have not been pre-approved may not be accepted for inclusion in the time entry.