

446 Payroll, Leave and Overtime Requests

I. POLICY

- A. All Minnesota State Academies employees will complete their time and leave information using the State of Minnesota Employee Self Service System. Employees must make certain that time and leave earn codes are entered accurately based on hours worked, leave taken, other appropriate pay and leave accrued, and completed by the required deadline.
- B. Supervisors and managers will review their employees' time records for accuracy, appropriate payroll coding and take corrective actions as needed. This includes approving, validating and loading their payroll departments by the deadline established by agency payroll.
- C. Each Supervisor will maintain an appropriate timekeeping record system (example: leave slips, overtime slips, emails or calendar attendance record) monitoring work hours, leave usage, overtime approved or assigned.
- D. Employee requests for leave and overtime must be submitted to supervisors in advance using a system or routing prescribed by the supervisor. If leave is not foreseeable, employees must notify their supervisors as soon as possible. Supervisors will maintain leave request documentation for at least one month following leave usage.
- E. Agency payroll staff will process payroll in accordance with the procedures and schedules established by the Minnesota Management and Budget (MMB), make all necessary adjustments and participate in quarterly payroll reviews.

II. DEFINITIONS

Consecutive Leave - Continuous absences relating to one FMLA qualifying condition.

Employee Self Service - MMB website containing employee time reporting, leave and pay stub information that is used by employees to enter time information and by supervisors to approve and validate employee time and leave entered.

Exempt Employee - Position classifications designated by the Federal Fair Labor Standards Act (FLSA) to be professional and not subject to the overtime provisions of this law.

Family Medical Leave Act (FMLA) Guideline - Key leave management information contained in an FMLA approval notification from Human Resources (HR) including, but not limited to: for whom (self, spouse, child or parent) or

birth/adoption; frequency and duration: and whether “Report of Workability” is required.

Intermittent Leave - Periodic absences relating to one FMLA qualifying condition.

Non-exempt Employee - Classifications that are eligible for overtime based on the FLSA definition.

Overtime - Hours worked in excess of a non-exempt employee’s normal work schedule that were preapproved or ordered and compensated in accordance with overtime provisions of the appropriate bargaining unit agreement. Special rules apply for exempt employee overtime.

Payroll Department - Separate identification numbers for each area of supervision, assigned by agency Human Resources and Fiscal Services, with employees’ records included.

Provisional Approval - Preliminary designation of leave as FMLA when an FMLA guideline was not available prior to the beginning of leave.

Time Records - Payroll timesheets or Self-Service Time Entry.

III. PROCEDURE

A. **Employee Responsibilities:**

1. Employees will submit requests for leave and overtime to the appropriate supervisor in advance of the need for the leave or overtime, using the system or routine required by the supervisor. If leave is not foreseeable, employees must notify their supervisor as soon as possible.
2. Requests for paid leave must have a sufficient balance available by the date the paid leave is taken.
3. Employees will use the Employee Self Service System to prepare their time entry for each pay period.
4. Time entry must be accurate for actual hours worked, leave taken and other pertinent information, using proper codes.
5. All comments must be recorded as assigned by Fiscal Services.
6. Employees must complete their time entry by the deadlines established by their supervisors.
7. Employees must complete time entry in advance of any planned absence spanning the end of a pay period.
8. Employees must provide their supervisor with all pertinent back-up documents such as military orders, jury duty summons or doctor’s orders.

9. Employees will make corrections to their time entry as needed. In the event supervisors have to make corrections, employees are responsible for signing the audit sheets that are sent out by payroll.

B. Manager/Supervisor Responsibilities (Approvers):

1. Supervisors and managers designated as primary approvers will review time records for their assigned payroll agency. Time entry must be reviewed for accuracy by comparison with the Self Service Time Entry system, approved overtime requests, sub calendars and other appropriate documents or reports.
2. Managers and supervisors will take corrective action as necessary by either notifying the employees to make the appropriate adjustments or making the adjustments themselves in the absence of the employee and following up with the employee. This should only be done as a last resort. Reasons for the changes must be noted as “comments” in time entry and reviewed with the employee when the employee signs the audit reports.
3. After reviewing the time entry and resolving validation errors, supervisors must revalidate, approve and load departments by the timelines established by Fiscal Services. Those timelines are, for all departments except the dorms, by noon on the last day of the pay period and by noon on the day following the last day of the pay period for the dorms unless an alternate deadline has been established.
4. When a planned absence prevents a payroll agency’s primary approver from reviewing and approving employee time entry, a backup approver must be arranged to complete the process. By direction of MMB, the use of backup approvers should be limited.
5. Back-up approvers will notify the primary approver and employee of any changes made during their review, including a comment in the time entry stating the reason for the change. Back-up approvers will also include a comment explaining why he/she, rather than the primary approver is approving the time records.
6. Employees will not approve their own time entry.
7. The supervisor will maintain leave and overtime information for at least one month following the end of the pay period to which it is applied.

C. Payroll Responsibilities:

1. Review all assigned payroll departments.
2. Resolve time entry concerns with employees and supervisors and make appropriate adjustments. Retain pertinent documentation according to the records retention schedule.
3. Complete current and prior period adjustments as needed.
4. Notify employees and supervisors of any corrective actions needed or completed.

5. Notify supervisor/finance director of problems related to the agency payroll process.
6. Review and print the Self Service Time Entry Audit Report HP 2460 and send to supervisors for their signature as well as their employees for any changes that are made.
7. Print the Payroll Posting Audit Trail (HP2280) for Finance Director to review and approve.
8. Print the Payroll Register Report (HP2062) for Finance Director to review and approve.
9. Print the Business Expense Report (HP6745) for Finance Director to review and approve.
10. Print the Invalid Chart Strings Report (HP6670) for Finance Director to correct.
11. Print the FLSA Overtime Report (HP5005) for Finance Director to review and approve.
12. Print the Business Expense Transfers Report (HP2380) for the Finance Director to review and approve.

D. **Finance Payroll Audits:**

1. Bi-weekly, designated agency finance staff will audit employee self-service time entry and the supervisory approval process.
2. Audit will include the following:
 - a. Adequacy of supervisor's approval process.
 - b. Appropriateness of earn codes for the pay circumstance.
 - c. Accuracy of employee time reporting.
 - d. Adequacy of documentation regarding adjustments.
 - e. Appropriate use of back-up approvers.
3. Supervisors will actively participate in reviews of their payroll departments.
4. Designated agency finance staff will notify supervisors of problems found, corrective actions needed and/or concerns.

Reviewer: MSA Finance Committee
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