

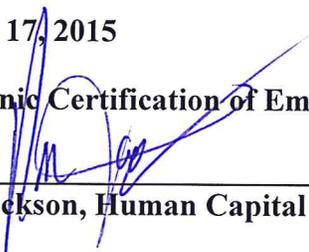
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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Human Capital Management

OSHCM POLICY NO. 1

EFFECTIVE DATE: August 17, 2015
SUBJECT: Electronic Certification of Employee Time Statements
AUTHORIZATION: 
Ron Jackson, Human Capital Management Director

I. POLICY:

It is the policy of the Office of State Human Capital Management (OSHCM) to provide a uniform procedure for the electronic certification of employee time statements referred to as eCertification.

II. PURPOSE:

This policy sets forth the required responsibilities for the overall efficiency in the submission, review, and approval of employee's time statements. The eCertification process also greatly reduces the amount of paper that is ordinarily required to submit and approve time statements.

III. APPLICABILITY:

This policy applies to all employees within **OSHCM** who are in a paid status.

IV. DEFINITIONS:

Approve - The process by which an Employee and the Approver verifies and accepts the Time Statement if there are no errors or corrections that need to be made.

Approver - The staff member who is responsible for verifying and approving an Employee's Time Statement. The Approver is listed on the time statement in the section labeled "Reports To".

CATS (Cross Application Time Sheet) - A computer-based application which can be accessed through LEO. CATS allows an Employee to enter his regular attendance and absences, to view and approve his bi-weekly Time Statement, to request leave, and to claim overtime. CATS also allows an Employee to enter any required costing information.

Certify - The process by which an Employee approves his Time Statement. An Employee will certify his Time Statement if no corrections need to be made.

Decline - The process by which an Employee rejects his Time Statement. An Employee will decline his Time Statement if a correction needs to be made.

eCertification (eCert) - A computer-based process that allows an Employee to review, correct, and submit for supervisory approval his bi-weekly Time Statement.

Employee - Any staff member who is in a paid status, including classified, unclassified, WAE (classified and unclassified), job appointment, or student employee.

LEO (Louisiana Employees Online) - A web-based application which allows an Employee to submit his bi-weekly Time Statement. LEO also allows an Employee to view and change personal information, including leave balances, banking information, and home addresses.

Reject - The process by which the Approver denies an Employee's Time Statement. The Approver will reject a Time Statement that contains errors.

Time Statement - The bi-weekly record of an Employee's attendance and absences. The Time Statement may also include costing information as it pertains to grants and special projects.

ZP 241 - An application within LaGov HCM that allows timekeepers and employee administrators to identify those Employees who have/have not certified their Time Statement, Approvers who have not Approved/Rejected an Employee's Time Statements, Employees who have prior period adjustments, and to identify locked timesheets. Timekeepers will run ZP241 on the Tuesday following Payroll Monday.

V. IMPLEMENTATION OF PROCEDURES:

1. Effective August 17, 2015, the Office of State Human Capital Management (OSHCM) requires that all Employees who are in a paid status and designated as "eCert" use the new process when verifying, approving, and submitting their Time Statement for review and approval.
2. Employees will receive automated reminders every Payroll Monday to log in and certify their Time Statement. After 1:00 PM, they will select the Time Statement that needs to be reviewed, and choose "**Certify**" or "**Decline**." If certified, an email will be sent to the Approver for approval. If declined, the Employee will contact the timekeeper and/or supervisor to have the time entries corrected.

NOTE: Employees may not certify their Time Statements sooner than 1:00 PM on Payroll Monday.

3. On Payroll Monday after 1:00 PM, Approvers will be able to log into LEO to approve or reject an Employee's Time Statement. This action can only take place after the Employee has certified his Time Statement. If approval or rejection is attempted prior to certification on Monday, the Approver will receive an error message. After payroll runs Monday night, Approvers can approve Time Statements that have not yet been certified. Once the Employee returns to work (i.e. return from FMLA or other leave), he should promptly certify any pending Time Statements. If the Employee is not expected to return to work due to a separation, the Approver should add a comment in the Approver Notes stating this additional information.
4. Action must be taken on the Employee's Time Statement no later than 10:00 PM on the Wednesday following the close of the pay period. If no action is taken by that time, the Employee's Time Statement will be locked, preventing certification. In order to unlock the Time Statement, the Employee should contact his timekeeper or OSHCM. If the Time Statements are unlocked and no action is taken by the next Wednesday following close of a pay period, it will be automatically locked again.
5. If a correction is necessary to an Employee's Time Statement after payroll runs, the Employee and/or the Employee's supervisor should contact the Employee's timekeeper to request that a prior period adjustment (PPA) be processed for the changes.
6. If a PPA is entered, the Employee will receive an e-mail indicating that the time has been changed after it was certified. This will generate a second version of the time statement reflecting the PPA entries. The Employee and supervisor are required to recertify the Time Statement.
7. Employees, Approvers, and timekeepers may update **comments** on absence and attendance entries directly from the detailed Time Statement for current and past pay periods without processing a PPA. If there is a need to change items other than the **comments** on a particular time entry, a PPA will be necessary.
8. Timekeepers and OSHCM will use ZP 241 on the Tuesday *after* Payroll Monday in order to identify Employees who have not yet certified or declined their Time Statements; Approvers who have not yet approved or who have rejected their Employees' Time Statements; and Employees who have PPAs. Timekeepers will also use ZP 241 to locate locked Time Statements. For auditing purposes, timekeepers should maintain a hard copy of the ZP 241 report in the pay period once everyone has certified their Time Statements.
9. Timekeepers may continue to print and use the ZT 02 report to ensure that all entries posted correctly. It is not necessary for timekeepers to sign the ZT 02 report.

10. A certified Time Statement is not available for printing through LEO. If a printed copy is needed, one may be obtained from the timekeeper via ZT24e.
11. All supplemental documentation related to the pay period should be stored in the pay period folder.

VI. RESPONSIBILITY:

It shall be the responsibility of each agency manager, supervisor, and employee to ensure compliance with this policy.

VII. VIOLATIONS:

Employees who violate this policy may be subject to discipline, up to and including dismissal.

VIII. QUESTIONS:

Questions regarding this policy should be directed to the Office of State Human Capital Management.