

 Corrections and Community Supervision DIRECTIVE	TITLE Record of Attendance		NO. 2205
			DATE 10/27/2020
SUPERSEDES DIR# 2205 Dtd. 7/17/19	DISTRIBUTION A	PAGES PAGE 1 OF 6	DATE LAST REVISED
REFERENCES (Include but are not limited to) Rules & Regs. of the Dept. of Civil Service; 7NYCRR, Part 62; ACA Expected Practices 5-ACI-1B-16, 1-ABC-1B-14; Directive #0008; Civil Service Attendance Rules; PEF Agreement	APPROVING AUTHORITY 		

- I. **PURPOSE:** This directive describes the Department’s policy concerning the requirement that all employees maintain an adequate and accurate record of attendance.
- II. **POLICY:** Inasmuch as attendance records provide the basis on which employees are compensated, it is the policy of this Department that all employees must maintain an adequate and accurate record of attendance, in accordance with the Attendance Rules established by the Department of Civil Service.
- No Supervisor has the authority to grant exception to the criteria specified below without the prior written approval of the Director of Personnel.
- III. **AUTHORITY**
- Section 20.2 and 27.2 of the Rules and Regulations of the Department of Civil Service
 - Part 62 of Title 7 of Official Compilation of Codes, Rules and Regulations of the State of New York
 - Article 26 and Article 12.17 of the Agreement between the State of New York and the Public Employees Federation
- IV. **APPLICABILITY:** This policy applies to all employees of the Department of Corrections and Community Supervision (DOCCS) and the Board of Parole.
- V. **RECORD OF ATTENDANCE**
- A. An adequate and accurate record of attendance must be maintained by each employee. Such record of attendance will be maintained on the employee’s time card/timesheet.
- B. All employees, except those ineligible for overtime, must maintain a detailed record of daily attendance. All of the following information must appear on the employee’s time card/timesheet:
1. Actual times of arrival for duty at the beginning of the workday and following lunch;
 2. Actual times of departure for lunch and at the end of the workday;
 3. Leave credits charged for each absence; and
 4. Absences not charged to leave credits, with appropriate explanation (e.g., RDO, jury duty).
- C. Employees on a facility payroll in the negotiating units of Administrative, Operational, Institutional, and Security Services are required to maintain a detailed record of daily attendance using a time clock, unless specifically exempted by the Director of Personnel. All Sergeants, Lieutenants, and Security Services employees who are on detached assignment to a unit in Central Office have been specifically exempted from recording attendance with a time clock.

Field Operations, Central Office, and Board of Parole employees assigned to the Leave and Accrual Tracking System (LATS) who are eligible for overtime are required to maintain a detailed record of daily attendance by entering the information, on a daily basis, on LATS. Employees should not enter information for future dates in LATS unless it is for pre-approved time off.

When LATS users work overtime, they must ensure that in addition to posting the hours on their timesheet, they also post the overtime worked on the "Payments" tab, noting the hours, times, and purpose of the overtime.

Security Services employees working in Field Operations or Central Office must post their pre-shift for days they stood in line-up on the "Payments" tab on a daily basis.

- D. Employees on a facility payroll in the M/C and PS&T Bargaining Units who are eligible for overtime are required to maintain a detailed record of daily attendance by entering the information by hand on [Form #1029F](#), "Bi-Weekly Attendance Record – Overtime Eligible Employees," on a daily basis. Sergeants, Lieutenants, and Security Services employees who are on detached assignment from a correctional facility to a unit in Central Office must maintain their time records in this manner by using [Form #1029F](#).
- E. Employees ineligible for overtime are exempted from keeping a detailed record of hours worked. However, they must record absences by indicating on [Form #1030](#), "Attendance Record - Not Eligible to Earn Overtime," the appropriate number of hours, and the type of leave accrual charged, for each day on which an absence occurred unless specifically assigned to use LATS by the Director of Personnel.

Employees ineligible for overtime who are assigned to use LATS must record absences by indicating on their timesheet the appropriate number of hours and the type of leave accrual charged, for each day on which an absence occurred. In addition, they must indicate on their timesheet if they are present or absent under each day of the payroll period.

Field Operations, Central Office, and Board of Parole PEF employees are required to keep detailed time records by using LATS.

Employees occupying Federally-funded items must complete the section titled "Division/Unit" with the Federally-funded grant to which the employee is assigned.

F. Time Cards/Timesheets

1. Employees are responsible for submitting accurate, legible, and complete time cards/timesheets. Supervisors are responsible for ensuring that the cards are accurate and complete. Time cards and timesheets that do not meet the above criteria will be returned to Supervisors for appropriate action.
2. It should be strongly noted that, by signing time cards and approving timesheets in LATS for employees under their supervision, Supervisors are attesting to the contents of that record. As such, Supervisors, in addition to the employee, will be held accountable for any known misrepresentations and further disciplinary action will be taken against those that are found to be in violation of attendance and leave.
3. Since time cards/timesheets are vouchers for time worked and are used by the Department to authorize bi-weekly paychecks, it is essential in facilities that the Timekeeper receive them no later than the Monday after the close of each payday. It is the Timekeeper's responsibility to reconcile the time cards/timesheets to the time records each pay period.

Employees assigned to LATS must submit their timesheet no later than the Monday after the close of each payday. It is the Supervisor's responsibility to reconcile the timesheets to the time record and approve no later than the Tuesday after the close of each payday. If a discrepancy is noted on the timesheet, the Supervisor will return the timesheet to the employee, commenting on the discrepancy and requesting corrective action.

4. A written notice will be sent to employees whose time cards/timesheets are delinquent (see sample, Attachment A). If overdue time cards/timesheets are not received within the specified timeframe, the employee may receive an informal counseling, formal counseling, or stronger administrative sanctions.
- G. A facility employee off on a swap must state on their time card the last name of the employee who is working for them; if working a swap, the employee is to state the last name of the employee who they are working for. Employees are to punch in and out on their own time card when working a swap. Field Operations, Central Office, and Board of Parole employees assigned to LATS must make a daily comment on the day of the swap, noting if they were swapped on or swapped off, the shift, and the name of the employee they swapped with.
- H. When an employee is on one facility payroll, but actually works at another facility, the facility where the employee works will be responsible for forwarding the employee's completed original time card to the payroll facility.

Employment at more than one facility must be included and combined for attendance and leave purposes. Time records are to be maintained and monitored by the facility that holds the lowest employee record number in the New York State Electronic Personnel System (NYSTEP).

- I. On those occasions where a time clock entry has not been made, the Supervisor should be advised as soon as this deviation is found. The Supervisor must determine why the entry was not made and will direct the employee to manually enter the appropriate time, and will then initial the entry unless the Supervisor determines such an entry would be fraudulent. If the Supervisor determines such an entry would be fraudulent, a report will be written immediately to the Deputy Superintendent for Administration (DSA) or Deputy Superintendent for Security (DSS), with a copy to the Superintendent. The Superintendent will then forward all documentation to the Office of Special Investigations (OSI) for investigation or to the Bureau of Labor Relations for possible disciplinary action.

Uniformed employees working an outside hospital assignment will enter their own in/out times by hand and have the entries initialed by the Supervisor at the work site, unless a time clock is installed at that location. If there is no Supervisor assigned to the work site, Supervisory staff at the facility will monitor attendance through a sign-in log at the hospital; review of staffing charts and call-in slips; and periodic on-site visits. They will also maintain a daily record of attendance for such staff to be reconciled against the time records maintained by the employee and submitted at the end of the pay period.

A Supervisor's initials on a time card certify that the entry made is legitimate. Frequent requests by an employee for a Supervisor to initial time card deviations should be a cause for concern on the part of the Supervisor, and may warrant a review of the record and discussion with the employee.

Supervisors, Watch Commanders, and Attendance Control Officers will take corrective action with employees who disregard time card procedures.

- J. Employees required to punch a time clock must leave their time card in the assigned time card rack. The card may be removed from the rack at a Supervisor's direction or to review/tabulate leave accruals prior to submitting the card to the Supervisor for approval. Removal without being directed by the Supervisor may result in appropriate disciplinary action being taken.

All other employees must keep their timesheets at their work station.

Supervisors have the authority to review an employee's time card at any time.

- K. Falsifying an employee's record of attendance in any way is grounds for disciplinary action. This includes, but is not limited to, such actions as punching another employee's time card/timesheet, entering false information on a time card/timesheet, and/or forging Supervisor's signature or initials.
- L. Supervisors are responsible for daily review of time cards, comparing them with the charts to ensure their accuracy and completeness. It becomes increasingly difficult to accurately recount details about a particular date/time that was not punched correctly, or to decipher unclear notations if daily reviews are not conducted or are delayed.

Supervisors of employees who punch a time clock should initial time cards on the line detailing the time entries to demonstrate that the review was completed.

- M. Upon completion of each time card period, the employee will attest that all entries are correct by signing the time card and then submitting it to their Supervisor, or by submitting the timesheet via LATS to their Supervisor. Failure to submit a properly completed time card/timesheet at the end of the pay period will result in progressive counseling and/or disciplinary action being taken.

The Supervisor will ensure that each time card/timesheet is accurate and has been signed/submitted by the employee, and will then sign/approve it and submit it to the Timekeeper to post/process in LATS.

Each facility will establish procedures for the cross-checking of information on time off slips and security staffing grids against the time cards by either the Timekeeping Office, the Chart Office staff, or a combination of both.

Employees on the New York City Central Administration (NYCCA) payroll will complete and sign their time cards at the conclusion of the pay period. The employee will forward their time card to their Supervisor, who must review the time card and notify the employee of any corrections that need to be made to the time card. The Supervisor will sign the time card and forward it, along with any time off slips and any [Form #1202](#), "Report of Unscheduled Employee Absence or Tardiness," to the NYCCA Timekeeper at Queensboro Correctional Facility. OSI employees who are on the NYCCA payroll will complete their timesheet using LATS. Any overtime worked must be reported to Central Office Payroll via a copy of the timesheet.

- N. Employees who work at a location which is remote from their Supervisor will have designated to them an alternate Supervisor who works at the remote location, the employee's home facility (Superintendent or DSA), or Community Supervision Regional Office. These employees are required to:

- Submit an itinerary for the following week to their Supervisor, with a copy to the alternate Supervisor. This itinerary must be submitted via Outlook by COB each Thursday;
 - Submit requests for time off, via Outlook, to their Supervisor with a copy to the alternate Supervisor. The email must include the begin time and end time of the absence, the accrual that the employee will charge, and a brief reason for the request, if appropriate (dentist appointment, jury duty, etc.). The request will be approved or denied by the Supervisor and a return email will be sent to the employee, with a copy to the alternate Supervisor, who will file a paper copy of the email for review with LATS or paper timesheets; and
 - Submit paper timesheets to the employee's home facility Superintendent or DSA, who will compare the timesheet to time off requests. For LATS users, the alternate Supervisor will compare the timesheet to time off requests and approve the timesheet as appropriate.
- O. These procedures will be constantly checked by Supervisors to avoid any collusion detrimental to the Agency.

Sample Letter Sent to Employees Whose Time Cards/Timesheets Are Delinquent

Facility Letter Head

(See Directive #0008, "Use of Department Stationery & Business Cards")

MEMORANDUM

TO:

FROM: Deputy Superintendent for Administration/Bureau Chief/Division Director

SUBJECT: Missing Time Cards/Timesheets

DATE:

It has come to our attention that you are missing _____ time cards/timesheets for the following pay periods:

_____	_____
_____	_____
_____	_____

Directive #2205, "Record of Attendance," reads "Employees are responsible for submitting accurate legible and complete timecards/timesheets." It is essential that the Timekeeper receive them NO LATER than the Monday after the close of each payday.

You are hereby given a Direct Order to submit these time cards/timesheets by close of business _____. Your failure to do so will deem you insubordinate and your name will be referred to the Bureau of Labor Relations for possible disciplinary action.

Employee Signature

Date

- cc: Superintendent
- Regional Director
- DSS
- DSA
- DSP
- Supervisor
- File