

Time Accounting System (TAS)

SOURCE: Ohio EPA Administration

CONTACT: Office of Employee Services

Federal and state law requires employers to keep certain records on behalf of their employees. To comply with both the federal and state requirements, the following is a list of timekeeping information that the Agency is required to record:

- *time of day the employee begins and ends work on any given day;
- *hours employee worked each day; and,
- *total hours employee worked each week.

The Agency's sign-in/sign-out logs, as well as, the time accounting system satisfy these requirements.

Policy

1. Employee timecards must be approved by their supervisor (or Exempt designee), and the Office of Fiscal Administration.
2. Divisions, districts and offices may not make substantive changes to the Agency sign-in/sign-out logs. Employees entries on the sign-in/sign-out log must be legible and in chronological order.
3. Divisions, offices and districts may utilize a sign-in/sign-out log specifically for field employees as long as such log includes the time of day the employee begins and ends their work day, amount of lunch time taken and hours worked each day. If a field employee is unable to sign-in/sign-out on a log designated for field employees on the day the work is performed, the field employee must sign-in/sign-out on the next scheduled work day and also note the reason for the discrepancy. Divisions, offices and districts must submit the "field sign-in/sign-out" log to Fiscal at the end of the pay period along with their other sign-in/sign-out logs.
4. Employee responsibilities:
 - a. Accurately sign in and out in chronological order at the start and end of their work day, at lunch, and at any time they leave the facility.
 - b. Document on TAS Notes Option or on the sign-in/sign-out logs all exceptions to required signing in and out.
 - c. Verify that work hours are accurately entered in TAS.
 - d. Pinning their time cards, which establishes employee accountability for the accuracy of their timecard, by 5:00 p.m. on payday Friday, or the last day worked of the pay period, unless otherwise instructed.

- e. Document on TAS Notes Option the reason why Overtime/Compensatory time was claimed.
5. Supervisor (or Exempt designees) responsibilities:
- a. Verify that employees are accurately pinning their time card as recorded on the sign-in/sign-out logs. Supervisors shall conduct audits to verify that work hours on the sign-in/out logs are accurately entered into TAS. The audit shall be conducted, at a minimum, for each direct report for one full pay period each quarter. More frequent audits must be conducted if warranted. Audits shall be submitted to, reviewed by, and maintained by the division, district or office Chief.
 - b. Pin employee time cards.
 - c. Meet the deadline to pin timecards, which is not later than 11:00 a.m. of the first business day in a new pay period unless otherwise instructed. If the 11:00 a.m. deadline cannot be met, supervisors must notify their fiscal officer as soon as possible so other arrangements can be made.
 - d. Complete and verify (pinning) employee time cards if they are absent or unavailable.
 - e. Delegate supervisor pin to an appropriate number of other exempt staff to ensure that all timecards are able to be pinned timely.
6. Employee hours not substantiated by the sign-in/sign out logs may be subject to appropriate discipline and/or time deduction.
7. Employees and Supervisors shall use the time calculator in TAS or an equivalent calculator approved by the division, district, office Chief to calculate and/or verify that the hours entered into TAS are accurate and reflect actual hours worked in accordance with this and all other agency policies.

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