



## **POLICY AND PROCEDURE**

SUBJECT/TITLE:	Attendance Reporting Policy
APPLICABILITY:	All staff
CONTACT TITLE & DIVISION:	Vital Statistics Administrative Supervisor, Administration
ORIGINAL DATE ADOPTED:	11/04/2015
LATEST EFFECTIVE DATE:	08/21/2025
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-004-P

### **A. PURPOSE**

This policy guide describes the process for reporting employee attendance, requesting time off and time earned, part-time staff schedules, and instructions on using time trackers for time keeping.

### **B. POLICY**

All Canton City Public Health (CCPH) employees will follow the correct procedure when recording time off or time earned. All divisions at CCPH will accurately report time off and time earned for each employee in that division.

All employees are expected to accurately record their hours worked. Any falsification, misrepresentation, or unauthorized alteration of time records, including, but not limited to, clocking in or out for another employee or misreporting hours worked, is strictly prohibited. Such actions are considered a form of time theft and a serious violation of workplace policy. Abuse or falsification of time records may result in disciplinary action, up to and including termination of employment.

### **C. BACKGROUND**

CCPH employees are required to account for all time off as required by the Canton City Health Code.

### **D. GLOSSARY OF TERMS**

**Payroll Officer:** The individual assigned the duty by the Fiscal Manager to process and administer the payroll system for Canton City Public Health.

**Payroll System:** The timekeeping/payroll software CCPH uses to record timecards and submit requests for time off. At the time of publication, the system provided by the City of Canton Auditor's Office is UKG DIMENSIONS. Codes used when making requests and entries in the system are:

- i. VAC – Vacation leave
- ii. SK – Sick leave
- iii. BER – Bereavement Leave
- iv. PH – Personal holiday
- v. JUR – Jury duty
- vi. CTU – Compensatory time used
- vii. CTE – Compensatory time earned at a rate of 1 to 1.5
- viii. CTS – Compensatory time earned at a rate of 1 to 1
- ix. CTD – Compensatory time earned at a rate of 1 to 2
- x. OT – Overtime earned at a rate of 1 to 1.5
- xi. OTS – Overtime earned at a rate of 1 to 1



- xii. OTD – Overtime earned at a rate of 1 to 2
- xiii. DOE – Unpaid leave for exempt employees
- xiv. DK – Unpaid leave for non-exempt employees

**Time Earned:** Time earned for the following reasons: compensatory time or overtime earned.

**Time Off:** Leave taken for the following reasons: vacation, sick, bereavement, personal holiday, jury duty, military leave, compensatory time used and unpaid leave.

**Widget:** A modular, self-contained component or tool that displays specific data or functionality on a user's homepage/dashboard. Widgets help users quickly access the most relevant information or perform common tasks without navigating away from their main screen.

## **E. PROCEDURES**

### **1. REPORTING TIME OFF**

- a) All employees must report time off by logging into the payroll system website at <https://cityofcanton.prd.mykronos.com> and completing the “My Time Off” widget on their dashboard.
  - i) If an employee is using sick leave for the fourth consecutive day, a doctor’s note shall be submitted to their supervisor in accordance with Canton City Health Code section 207.17(c).
    - (1) The supervisor will forward the doctor’s note to the Payroll Officer.
    - (2) The Payroll Officer or Fiscal Manager will then place the note in the employee’s confidential medical file.
  - ii) If an employee is using jury duty leave, a copy of the subpoena or jury notice shall be submitted to their supervisor in accordance with Canton City Health Code section 207.16.
    - (1) The supervisor will then provide the copy of the subpoena or jury notice to the Payroll Officer.
    - (2) The Payroll Officer will forward the notice to the City of Canton Auditors.
  - iii) If an employee is using bereavement (funeral) leave, proof of death may be requested by their supervisor in accordance with Canton City Health Code section 207.30(b). The employee may also be required to indicate their relationship to the decedent on the documentation.
    - (1) If requested, the supervisor will forward proof of death and the employee’s stated relation to the decedent to the Payroll Officer for placement in the employee’s personnel file.
- b) Time off requests are required to be submitted within two days of the leave taken and no later than the deadline listed in item 7.b. Time off requests can be submitted prior to the leave taken if it is prescheduled. The employee’s direct supervisor or designee can submit a time off request on the employee’s behalf, if necessary.
- c) All time off requested and taken shall be in no less than quarter hour increments (i.e. 0.25 hour or 15 minutes).
- d) Supervisors should review and approve or deny the request within two days of receiving the request and no later than the deadline listed in item 7.b. (unplanned sick time may be entered upon returning to work).

### **2. OVERTIME COMPENSATION AND COMPENSATORY TIME EARNED REPORTING**

- a) All overtime compensation and compensatory time earned shall be in accordance with the Canton City Health Code.
- b) If an employee works beyond their scheduled hours for a given day and the deviation from schedule was first approved by an immediate supervisor, the employee will adjust their own “In” and/or “Out” punches in the payroll system to accurately reflect their hours worked for that day. They will then add



the appropriate comment and note the reason for working beyond scheduled hours. If the additional hours should be earned as overtime rather than compensatory time, the employee will request this in the comments.

- i) For full time staff, a compensatory time request will be automatically generated in the payroll system on the day which the employee exceeds 40 hours worked in a given week.
- ii) For part-time staff who exceed their scheduled hours in a given week, the Payroll Officer will manually enter the compensatory time to their timecard as requested by the employee's supervisor.
- c) Compensatory time requests must be approved by the employee's supervisor in the payroll system. If the hours should be entered in as overtime rather than compensatory time, the supervisor will "Transfer" the compensatory time balance to overtime.
- d) Per Health Code 207.10(d), no employee may accrue more than 120 hours of compensatory time unless specific approval is received by the Health Commissioner. There is no expectation that time worked without prior authorization will be approved for compensatory time if the balance would put an employee over the 120-hour maximum. It is the responsibility of each employee to manage their time efficiently, know their compensatory time balance, and not exceed 120 hours.

### 3. PAYROLL TIME TRACKING

- a) All employees are responsible for reviewing and approving their own timecards at the end of each week.
- b) Each division leader at CCPH will review and approve timecards for their division in the payroll system.
  - i. The division leader may delegate authority for review and approval to an employee's supervisor.
  - ii. The division leader will designate at least one person to review and approve timecards in case of their absence.
- c) Employees are responsible for adjusting their own time punches to reflect any hours worked different than their regularly scheduled shift. All time entries must be recorded in 15-minute increments. To ensure consistency and fairness, the following rounding rules apply:
  - i. 0 to 7 minutes after the scheduled shift start time: Employees may round down to their scheduled start time.
    - (1) Example: Scheduled shift: 8:00 a.m.; Arrival at 8:04 a.m.; Round to 8:00 a.m.
  - ii. 8 to 15 minutes after the scheduled shift start time: Employees must round up to the next 15-minute increment. Employees must use personal time to account for the lost time, or extend their shift and their out punch to make up for the deviation. This should be discussed with their supervisor.
    - (1) Example: Scheduled shift: 8:00 a.m.; Arrival at 8:10 a.m.; Round to 8:15 a.m.
  - iii. These rules also apply to clock-out times.
    - (1) Example: Scheduled end time: 4:30 p.m.; Leave at 4:35 p.m.; Round to 4:30 p.m.
  - iv. Staff are responsible for accurately recording their hours according to this policy.
- d) For full-time employees, compensatory time and overtime requests will need to be approved by a supervisor.
  - i. For part-time employees, the Payroll Officer will manually enter compensatory time to the timecard as requested by the employee's supervisor or designee.
- e) All timecards must be completed and approved in accordance with section 7 below.
- f) "Flex Time" – Staff may flex their time within the same 40-hour work week subject to approval of their supervisor.
  - i. When a staff member "flexes" their schedule in the week they will need to adjust the "In" and "Out" punches in the payroll system to reflect the actual hours worked by the staff member.



- ii. Punches should not be altered until AFTER all leave requests have been processed for the day the punches are changed.
- b) Full-time employees may earn compensatory and/or overtime after working more hours than they are scheduled in a day.
  - i. An employee must then also reach 40 hours of paid time in one work week.
  - ii. Full-time exempt employees will earn compensatory and/or overtime at a rate of 1 to 1 hours (straight time). The timecard "Totals" will show the codes CTS and/or OTS.
  - iii. Full-time non-exempt employees will earn compensatory and overtime at a rate of 1 to 1.5 hours. The timecard "Totals" will show the codes CTE and/or OT.
  - iv. Full-time employees may not earn flex time, compensatory time or overtime within the same day that they also use a form of paid time off such as vacation, sick leave, or compensatory time.
- c) Part-time employees may earn compensatory or overtime after exceeding their scheduled hours in a calendar week.
  - i. Before reaching 40 hours of compensated (paid, compensatory or overtime) time in a week, part-time employees will earn compensatory and overtime at a rate of 1 to 1 hours. The timecard "Totals" will show the codes CTS and/or OTS.
  - ii. After exceeding 40 hours of compensated time, part-time employees will earn compensatory and or overtime at a rate of 1 to 1.5 hours. The timecard "Totals" will show the codes CTE and/or OT.
  - iii. Part-time employees may not earn compensatory time and/or overtime within the same day that they also use a form of paid time off such as vacation, sick leave, or compensatory time.
- d) All employees required to work on a federally designated holiday, as defined in section 207.19 of the Canton City Health Code, will receive compensatory or overtime at a rate of 1 to 2. The timecard "Totals" will show the codes CTD and OTD.

#### 4. PAID MEAL BREAKS

- a) Full-time CCPH employees shall be granted a 30-minute paid meal break in accordance with Health Code 207.10 when the following criteria have been met:
  - i. The employee is scheduled to complete at least a 6.0-hour shift, including the meal break.
  - ii. The employee completed at least 4.5 hours of their scheduled shift, including the meal break.
- b) Part-time employees are not eligible for paid meal breaks.

#### 5. PART-TIME EMPLOYEE CALENDARS

- a) Each part-time employee or designee is required to complete a one-month calendar for detailing the work schedule planned for the calendar month (see appendix 800-004-02-A for an example of a completed calendar). When a part-time employee wants to use sick leave, it will only be paid if it is on a day that was included on the work schedule calendar as a planned workday.
- b) The employee will use form 800-004-05-F Part-time calendar template.
- c) The employee must include:
  - (1) Their name.
  - (2) Start time and end time on each day that the employee plans to work.
    - (a) Unpaid lunch times, in accordance with Health Code 207.10, should not be included.
  - (3) Total number of hours on each day that the employee plans to work (not including lunch time)
  - (4) The date the calendar was completed.
  - (5) Each part-time employee shall check with their supervisor for any other information that may be required on the calendar.



- d) The employee will submit the calendar to their supervisor no later than 2 weeks preceding the pay periods on the calendar.
- i. Schedules will be added to the payroll system by the division leader or supervisor.
- e) Any changes to the part-time schedule must be adjusted on the timecard by the division leader or their designee.

#### 6. PAYROLL SCHEDULE

- a) The payroll schedule for each year, which lists the pay period start and end dates, is saved on the public network drive in the folder ALL\ \_All Staff Information\Payroll Schedules and located on the Department's Employee Portal.
- b) The schedule will be posted prior to the current year's end. See appendix 800-004-03-A for an example of the payroll schedule for 2025.

#### 7. TIMECARD APPROVALS

- a) All employees are responsible for approving their own timecards on (or before) the last business day within the first week of a given pay period.
- b) The following steps will occur on (or before) the first business day following the end of a pay period.
  - i. Employees must have all time-off requests submitted by no later than 9:00 AM.
  - ii. Supervisors will review entries for compensatory and overtime earned and review time off requests and hours worked (punches) for their staff by no later than 10:00 AM.
  - iii. Supervisors will notify their staff that timecards are ready for their review.
  - iv. Employees will review and approve their individual timecards by 11:00 AM.
  - v. Employees will click "Approve Timecard" using the payroll system.
    - (1) This is an employee's acknowledgement that the timecard is an accurate representation of the hours worked in the pay period.
  - vi. If an employee is absent or out of the office, the supervisor will complete each of the above actions on behalf of the employee.
  - vii. Supervisors will approve their employees' timecards by 12:00 PM.
  - viii. The supervisor will click "Approve Timecard" using the payroll system.
  - ix. Following timecard approvals by employees and supervisors, the Payroll Officer will process the payroll according to established practices.
  - x. The Payroll Officer has the authority to adjust timecard entries and to approve any employee timecard to facilitate the processing of payroll.

#### 8. FULL-TIME EMPLOYEE SCHEDULES:

- a) All full-time employees are assigned the standard 8:00 AM to 4:30 PM with 1-hour lunch break (within 0.5 hour paid), 5 days per week, Monday through Friday, work schedule in the payroll system, unless they have an alternative work schedule (Policy 800-032-P).
- b) All full-time employees with an approved alternative work schedule, in accordance with policy 800-032-P, will have their alternative work schedule in the payroll system. This work schedule is added to payroll system by the City of Canton Auditor's Office.

#### **F. CITATIONS AND REFERENCES**

Health Code

Record Retention Policy

800-004-P Attendance Reporting Policy.doc

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## G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Christi Allen, Fiscal Manager
2. Sean Green, Payroll Officer
3. Amanda Archer, Health Commissioner

## H. APPENDICIES AND ATTACHMENTS

800-004-01-A Example of a Completed Part-Time Employee Calendar  
800-004-02-A 2025 Payroll Schedule

## I. REFERENCE FORMS

800-004-03-F Part-time calendar template

## J. REVISION AND REVIEW HISTORY

Revision Date	Review Date	Author	Notes
4/12/19		Robert Knight	Revised time off reporting to reflect move to THE PAYROLL SYSTEM, added paid meal break criteria
5/2/19		James Adams	Added "Flex time" details and Timecard Signoff procedures
5/16/19		Robert Knight	Removed "sign off" and modified part-time calendars. Added a calendar template.
7/14/20		Sean Green	Revised compensatory form submission deadline as well as timecard entry and approval deadlines.
1/13/2022		Sean Green	Revised policy to reflect timecard management adjustments as a result of new UKG DIMENSIONS timekeeping system.
5/27/2025		Amanda Archer	Updated Section 4.a.i; Removed references to COVID and other outdated practices not needed since UKG DIMENSIONS has been updated.

## K. APPROVAL

This document has been approved in accordance with the "800-001-P Standards for Writing and Approving PPSOGFs" procedure as of the effective date listed above.