

## BULLETIN

**NO.:** 16-020

**DATE:** January 19, 2016

**TO:** All Personnel

**FROM:** Ken Barnes, Assistant Fire Chief, Support Services  
Colin Stowell, Assistant Fire Chief, Emergency Operations

**SUBJECT:** ONESD Time Entry and Approval Procedures

Over the last several months the department has seen an increase in the number of overdue time approvals in ONESD as a result of late or changed entries by personnel. An audit of ONESD indicates these late entries and changes account for the majority of unapproved time, requiring additional work and follow up on the part of Payroll staff. The practice of entering time several days after the time worked is unacceptable and negatively impacts the department's commitment to meeting city deadlines for payroll approval. Although some extenuating circumstances may present, it is expected that employees enter their time worked each shift or work period in accordance with department and city policy and adhere to the ONESD procedures below:

- All personnel shall accurately submit ONESD time entries **every shift or work period**. There are instances when an employee is required to unexpectedly leave their work place, i.e. sick leave, injury leave, etc. In this case, the employee shall enter their time immediately upon their return to duty **and notify the appropriate supervisors of the late entry needing approval.**
- It is the responsibility of all personnel to accurately submit time entries prior to leaving on vacation or other planned time off.
- Supervisors shall approve ONESD entries for all personnel under their command **every shift or work period**. It is suggested that supervisors utilize the daily TeleStaff roster to ensure all entries have been made and reconcile needed approvals.
- Operations supervisors shall ensure personnel under their command have accurate and approved ONESD entries for the entire pay period prior to going on days off.
- If Payroll staff must edit or correct an approved entry, Payroll staff shall notify via email the employee and respective first and second level supervisor that the original entry was changed and needs to be re-approved. If the supervisors are on days off, Payroll will notify the appropriate on duty first and second level supervisors of the edited entry.
- **Any employee making a late entry or a change to their time card in ONESD shall send an email notification to the first and second level supervisor for that respective shift or work period.** If the first or second level supervisors are not scheduled to return to work before the approval deadline, any on duty supervisor may review and approve the time. Again, these re-entries comprise the majority of delinquent ONESD approvals.

Questions regarding this bulletin should be routed through the chain of command.