



**Administrative Regulation**  
**Office of the Mayor**  
**Title: Time and Attendance Policy**  
**A.R. Number: 5.13 Effective Date: 12/17/2011 Page 1 of 3**

**I. PURPOSE**

To establish a uniform application and collection of employee time and attendance information through the City of Richmond's Enterprise Resources Planning System (RAPIDS). The Director of Human Resources with the approval of the Chief Administrative Officer shall establish the number of hours in a standard work period for all employees. An Appointing Authority may allow for flex-time, shift work, telecommuting or any other appropriate scheduling requirements, provided the total number of hours required in the approved work period is not changed. (Personnel Rule, 6.1)

**II. PROCEDURE**

The City will maintain each employee's time and attendance in the Human Resource Information System (HRIS)/Oracle Time & Labor (OTL) module. The City will utilize timekeeping devices (biometric reader, computer sign-in/out and electronic time sheet) to capture this information. A manual entry timekeeping record may be used for employees who do not have access to an electronic device or if an electronic device fails. Supervisors are responsible for the employee orientation and training on the timekeeping method that will be used by the employee.

After the initial orientation and training, it is the employee's responsibility for recording time worked and time requested for various types of leave (vacation, sick, compensatory, jury duty, military leave, etc).

**1. Bio Metric Reader**

The biometric reader is a device that will be utilized by non-exempt employees as a means to capture the most accurate time and attendance and thus pay each employee accordingly. The biometric reader will record the employees actual sign-in/out based on the employee scanning their appropriate hand/finger. Supervisors are required to enroll each respective employee in the biometric device system prior to the recording/collection of time. Enrollment of each employee requires the employee name, employee number, department, work location, device access and any other information required to complete the enrollment process.

Employees may scan-in no more than seven (7) minutes prior to their scheduled work time and no later than seven (7) minutes after their scheduled work time. Employees who scan-in outside of these timeframes may do so only if working approved overtime or have received prior authorization from their supervisor to do so. The supervisor shall only approve scans outside of the employees regular work schedule for purposes of authorized overtime.

If a non-exempt employee reports to work at a site where there is no time keeping device, the employee is responsible for entering his/her time in the HRIS as soon as practical or utilize the manual time collection log sheet. If an employee is on-call and is called back to work, the employee shall enter the actual hours worked plus one half hour total travel time.

*Note: The Employee should always try to record time by using the biometric reader, if the biometric reader is offline, he/she will still be able to clock in and the reader will return a message that the punch values has been stored in memory. When the reader comes back online the stored punches will transfer accordingly.*

**2. Computer Sign-in/out (Electronic Timesheet)**

Non-exempt employees who use the computer sign-in/out device to record attendance are required to sign-in immediately upon arrival to work and sign out immediately prior to stopping work. The sign-in time should note an accurate arrival time and the same applies for the sign-out time.



**Administrative Regulation**  
**Office of the Mayor**  
**Title: Time and Attendance Policy**  
**A.R. Number: 5.13 Effective Date: 12/17/2011 Page 2 of 3**

The use of the electronic timesheet must accurately portray the hours worked for each day the employee is in attendance. Employees using this method of recording time should not project their work hours. The hours noted on the timesheet are to be actual hours worked up to that point in time. Employees who sign-in/out outside of their regular work schedule may do so only if working approved overtime or have received prior approval from their supervisor to do so. The supervisor shall only sign-in/out outside of the employees regular work schedule for purposes of authorized overtime.

3. COR Time Collection Log Sheet (manual entry)

Although not all-inclusive, the following information is required for the manual entry of employee time.

1. Date
2. Employee Name / Employee number
3. Employees scheduled Time In / Time out
4. Clock number
5. Reason code for not using approved time collection methods \*

The above information must be recorded on the COR Time Collection Log Sheet. A copy of the COR Time Collection Log Sheet is attached to this Regulation. Please refer to the Department of Finance SOP for Agency Timekeepers (Contingency Plan for Collection of Time) for completion of the COR Time Collection Log Sheet.

The agency timekeeper will be responsible for entering employee time into the Oracle Time and Labor application using the Timekeeper Entry screen for accurate accounting and processing of all manually logged time.

The employee's supervisor is responsible for collection, review, edits (if appropriate), and approving the employee's time. If the supervisor edits the employee's time in any way, the supervisor shall notify the employee of the edits.

The employee will submit leave requests either prior to the date requested (anticipated leave) or within the same pay period (unanticipated leave). The employee must submit all leave requests electronically via the HRIS. If the supervisor does not approve the leave or if the employee fails to submit his/her leave, HRIS will record the time as unauthorized leave without pay.

An employee who telecommutes on a full or partial basis is responsible for promptly recording his/her time in the HRIS.

### III. DEFINITIONS

1. **Standard Workweek.** The standard workweek begins at 12:00 a.m. Saturday morning and ends at 11:59:59 on the following Friday. However, agencies or parts of agencies may deviate from this standard with the written approval of the Director of Human Resources. The agency, the Department of Human Resources, and the Department of Finance shall keep a copy of all workweeks which deviate from the standard and a list of all employees/positions assigned to that schedule. The Appointing Authority shall notify all employees of changes in their official schedule.
2. **Overtime.** The workweek is the basis for overtime payment to non-exempt employees under the Fair Labor Standards Act (FLSA). Most non-exempt employees receive overtime (time and one half) payment for all hours worked over 40 in a workweek. The FLSA allows some exceptions to the 40 hours/seven day workweek standard. The City reserves the right to use the FLSA exceptions. The Appointing Authority shall notify affected employees of the exceptions.



**Administrative Regulation**  
**Office of the Mayor**  
**Title: Time and Attendance Policy**  
**A.R. Number: 5.13 Effective Date: 12/17/2011 Page 3 of 3**

3. **Leave and Holiday.** Unless required by the Commonwealth of Virginia, the City does not consider any type of leave or holiday as "hours worked" under the FLSA. (All leave time and holidays are considered as hours worked for sworn police, fire and sheriff's department staff).
4. **Pay Period.** Pay periods are two continuous weeks (Saturday through Friday). The pay date is the Friday following a pay period. Human Resources shall publish the pay periods and corresponding pay dates prior to the beginning of a calendar year.
5. **Time Measurement.** The City measures time worked in quarter hours marked at the beginning of the hour and each fifteen (15) minute segment (8:00am, 8:15am, 8:30am, and 8:45am). Time falling between two segments is treated as the closest segment (8:07 is treated as 8:00 and 8:08 is treated as 8:15) and time that is exactly equidistant from two segments is treated as the earlier of the two segments.

**IV. REGULATION UPDATE**

The Office of the Chief Administrative Officer and the Departments of Human Resources and Finance shall be responsible for modifications to this Regulation.

**RECOMMEND APPROVAL:**

  
**CHIEF ADMINISTRATIVE OFFICER**

**APPROVED:**

  
**MAYOR**



Agency: \_\_\_\_\_  
 Time Keeper: \_\_\_\_\_  
 Pay Period: \_\_\_\_\_  
 End Date: \_\_\_\_\_

| Date | Employee Name/EE number | Time In/Time Out | Clock # | Reason Code | EE Signature | Timekeeper/Supervisor or Signature | Date Processed in Oracle |
|------|-------------------------|------------------|---------|-------------|--------------|------------------------------------|--------------------------|
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |
|      |                         |                  |         |             |              |                                    |                          |

**Reason Code Key:**  
 (1) Clock not activated (i.e. power outage, clock malfunction, network issue)  
 (2) New Hire. Employee not set up in Oracle  
 (3) Employee Transfer. Employee not transferred to current location; has not been added to  
 (4) Employee Discharged and did not punch in/out for the day  
 (5) Emergency On-call. Employee reported directly to location other than his/her regular assigned location.  
 (6) Supervisor requests employee to report to a location other than his/her regular assigned location.