



HRM Monthly Checkup for Units ATTENDANCE AND LEAVE PROCESSES

The following checklist is designed to help you maintain compliance with federal, state, Civil Service, LSU System, and AgCenter requirements in the areas of attendance and leave. These areas are frequently audited by legislative and LSU System auditors. This checklist will serve as a useful reminder for employees who have been performing this function for some time. For employees who are relatively new to this function, it will help ensure that you were properly trained on and are maintaining all required procedures. Please take a few moments to complete the checklist and review the explanatory material included with it. You are not required to return the checklist to this office. It is for self-audit purposes only. Questions should be directed to Sharon Salzer (225/578-4643), Elaine Henderson (225/578-4641), or Ann Coulon (225/578-6787). (Note: overtime, records retention schedules and the FMLA will be covered on different checklists.)

BASIC CERTIFICATION REQUIREMENTS

- A. Classified employees – employee must certify leave taken
 - B. Classified employees – employee must certify attendance
 - C. Classified employees – supervisor must certify leave taken
 - D. Classified employees – supervisor must certify attendance
- Items A-D above can be accomplished by any of the following:*
1. Leave slips signed by the employee and supervisor along with one of the following:
 - a. internal attendance document signed by employee and supervisor – attendance document must specify hours worked per day
 - b. payroll record of attendance signed by employee and supervisor
 2. Combined AgCenter attendance/leave timesheet with leave entries initialed by employee and supervisor and attendance certified by signature in bottom right-hand corner of employee and supervisor
 3. Contact HRM to discuss other documents you believe may constitute compliance.
- E. Transient and student employees – employee must certify attendance
 - F. Transient and student employees – supervisor must certify attendance
- Items E and F above can be accomplished with a timesheet that specifies the hours worked each day of the week and that is signed by both the employee and supervisor.*
- G. Academic employees – monthly electronic sick leave certification by employee
 - H. Academic employees – monthly electronic sick leave certification report certified by unit head
 - I. Nonclassified employees (titles Nxxx) – monthly hard copy certification signed by employee
 - J. Nonclassified employees (titles Nxxx) – monthly hard copy certification signed by supervisor

TIPS FOR COMPLETING DOCUMENTS

- K. Complete hard copy documents in regular ink, not erasable ink or pencil. These are permanent records and should not be subject to change.
- L. Any changes to the timesheet should be initialed by the employee and supervisor.
- M. Never return a completed and approved timesheet to the employee – return it directly to the timekeeper. Returning it to the employee means the employee can be tempted to change the timesheet and/or accused of doing so.
- N. Always record time exactly as worked. For example, if an employee (with a regular 8 hour, M-F schedule) worked 10 hours on Monday and, to make up for the extra time, only worked 6 hours on Tuesday, do not report 8 hours on Monday and 8 hours on Tuesday. Report the time as worked. Similarly, do not adjust hours between timesheets. If an employee turned in 20 hours, but ended up working only 18 hours, do not deduct 2 hours from the next timesheet.

Rather, submit a supplemental payroll voucher. The signatures on a timesheet *certify* that the information on it is accurate. Also, in some cases inaccurate hours could result in an incorrect payment due to overtime or leave hours.

OTHER PAYROLL REQUIREMENTS

- O. Process separation forms immediately for terminated employees. In this way, employees are removed from ETA and there can be no accidental overpayment.
- P. Similarly, process separation forms and LWOP forms promptly for monthly paid employees. Their paychecks are automatically generated from the current form on the system and they will continue to be paid (by electronic direct deposit!) until the appropriate form is processed.

LEAVE AUDITING

- Q. Audit leave-tracking (LVT) reports for your unit on a monthly basis with the following minimum checks:
 - Did each employee accrue the correct amount?*
 - Were all leave transactions posted correctly?*
 - Were new employees and separating employees credited with the correct amount of leave (e.g., partial month if applicable)?*
 - Were there any employees whose accrual rate change dates fell in that month? If so, did the rate change and was that month's accrual correct?*
- R. For classified employees, if you are using something other than the combined attendance/leave document, make sure the leave slips match the attendance document and LVT entries.

RECORD-KEEPING

- S. Maintain all attendance and leave documents a minimum of three full fiscal years.
- T. Maintain documents in a confidential manner.

LINKS

Forms: <http://www.lsuagcenter.net/hrm/forms.asp>

Policies:

[http://appl003.ocs.lsu.edu/ups.nsf/afc0e646082759b286256bf9006c3bfd/0C1F0DCB431C5B9D86256C250062B88B/\\$File/PM-20.pdf](http://appl003.ocs.lsu.edu/ups.nsf/afc0e646082759b286256bf9006c3bfd/0C1F0DCB431C5B9D86256C250062B88B/$File/PM-20.pdf) (PM-20) and <http://www.dscs.state.la.us/default.htm> (go to Civil Service Rules on left-hand menu, select Chapter 11).

RECENT CHANGES

This area is increasingly subject to audit with requirements for higher levels of accountability. Otherwise, there have been no recent changes in policies or procedures.

MOST COMMON MISTAKES

- Eliminating either the employee or supervisor signature on transient and/or student timesheets.
- Not recording hours exactly as worked.
- Faculty not completing monthly sick leave certification.
- Returning completed timesheets to students instead of directly to timekeepers.
- Not auditing leave.