





Policy Title	Time Reporting Policy
Effective Date	December 5, 2024
Supersedes	NA
Approval	 <p style="text-align: right;">Matthew A. Brown State Personnel Director</p>  <p style="text-align: right;">Elise Nieshalla Indiana State Comptroller</p>
References	IC 4-7-1-2 IC 4-15-2.2-15 Personnel Management FMCs 31 IAC 5-1-1, et seq. Flexible Work Arrangements Policy Holidays Policy Hours of Work and Overtime Policy Leaves and Absences Policy Policies for specific types of leave

PURPOSE

To establish procedures for reporting and approving work hours, leaves, and absences.

SCOPE

This policy applies to employees reporting hours worked and leaves taken in the timekeeping systems authorized by the State Comptroller. It also applies to employees and managers assigned to approve entries in the systems and support timekeeping operations.

POLICY STATEMENT

It is the policy of the State of Indiana that employees must accurately record and report work hours and the use of leaves to ensure correct payment. Two reporting systems are authorized for use by state employees whose payroll is processed by the State Comptroller.

All agencies for which the State Comptroller’s Office processes payroll must use PeopleSoft Time and Labor (PS/TL) and Absence Management (PS/Absence) timekeeping system

unless the agency has been authorized by the State Comptroller to utilize the UKG Timekeeping system in accordance with the Operations and Support Policy for UKG Timekeeping.

Time reporting is governed by policies applicable to all users without unnecessary customizations. The time reporting systems are configured to address the majority of common occurrences, but other manual and business processes are required for non-routine and agency-specific situations.

Each employee is responsible for accurately reporting their work hours, holidays, leaves and absences in the designated timekeeping system and within the deadlines established by the State Comptroller to enable payroll to be processed and paychecks to be issued. Each manager is responsible for verifying the accuracy of the hours worked and leave taken submitted by employees before approving timesheets and absence requests in the designated timekeeping system and within the deadlines established by State Comptroller.

DEFINITIONS

Authorized Timekeeping System: One of the following applications (1) PeopleSoft Time and Labor and Absence Management, or (2) UKG Timekeeping. See Appendix A for PeopleSoft-specific instructions and Appendix B for UKG-specific instructions.

Exempt Employees: Employees who are not subject to the overtime compensation or minimum wage provisions of the Fair Labor Standards Act.

HCM Information System: The software systems used by the State to automate and manage administrative functions of human resources including recruiting, training, payroll, compensation, and performance management.

Non-exempt Employees: Employees who are subject to the overtime compensation and minimum wage provisions of the Fair Labor Standards Act.

Pay Date: The date on which a paycheck is issued for compensation earned and due during a Pay Period. The Pay Date for a Pay Period must be within ten business days of the end of the applicable Pay Period.

Pay Period: A period of 14 consecutive calendar days starting on a Sunday and ending on a Saturday and designated by the State Comptroller's Office.

Timesheet Approval: Manager's action in the assigned Authorized Timekeeping System confirming the employee's submitted work hours and absence requests for the affected Pay Period are correct.

Timesheet Submission: Employee's action in the assigned Authorized Timekeeping System confirming the work hours and absence requests submitted by the employee for the affected Pay Period are correct.



RESPONSIBILITIES

Employees are responsible for:

- Completing all assigned training on their designated timekeeping system;
- Taking security measures when accessing the timekeeping system including MFA (multi-factor authentication) or use of a VPN (virtual private network);
- Accurately reporting their work hours, holidays, leaves, and absences in the designated timekeeping system and reviewing their biweekly paystubs promptly to identify and report any concerns immediately;
- Obtaining authorization to work additional, compensable hours;
- Meeting payroll processing deadlines for Timesheet Submission;
- Knowing their leave balances and accrual dates, complying with notice requirements to obtain leaves, and using each type of leave only for appropriate reasons;
- Obtaining permission for all requests for time off and submitting accurate leave and absence requests in the designated timekeeping system within payroll processing deadlines for Timesheet Submission;
- Promptly cancelling absence requests when the leave is denied or becomes unnecessary, unavailable, or ineligible;
- Selecting the correct pay or time reporting code for work hours, compensatory time off, holiday pay, holiday comp time, and each type of leave; and
- Selecting the correct code for hours required to be assigned to a specific funding source.

Managers are responsible for:

- Completing all assigned training on the timekeeping system(s) used by their direct reports;
- Completing all assigned training on the timekeeping system in which the manager reports their own time, if different from the system used by their direct reports;
- Assigning and maintaining accurate schedules for each employee in the assigned timekeeping system;
- Communicating with employees to stay informed about the start dates, status of leaves, absences, and return to work dates and sharing information with Agency HR Team within the affected pay periods;
- Acting promptly on absence requests to verify leave balances and appropriate use of each type of leave requested before approving, denying, or pushing back a request;
- Monitoring attendance and verifying the information submitted on timesheets by employees accurately reflects the hours worked and leaves taken and has been reported using the correct codes before completing Timesheet Approvals;
- Taking security measures when accessing the timekeeping system including MFA (multi-factor authentication) or use of a VPN (virtual private network);
- Meeting payroll processing deadlines for Timesheet Submission and Timesheet Approval; and
- Taking appropriate actions whenever an employee fails to comply with time reporting responsibilities.

Agency Financial Teams are responsible for:

- Identify any issues in the financial aspects of the timekeeping process and then acting to correct issues within payroll processing timelines;
- Providing instructions to employees and managers for correct assignment of funding source(s) to any work hours or absence requests requiring such assignment; and
- Verifying the work or leave hours submitted for payable time are assigned to the correct funding source within the affected Pay Period.

Agency Payroll Teams are responsible for:

- Compiling employee time and payroll data from timesheets and other records;
- Creating, reviewing, analyzing, and/or synthesizing queries and data reports in each Pay Period to identify any issues in the payroll aspects of the timekeeping process and then acting to correct those issues within payroll processing timelines;
- Partnering with appropriate stakeholders to manage absences, leave time, accrual adjustments, and deduction adjustments;
- Entering adjustments to leave balances with appropriate comments explaining the adjustments;
- Verifying the data to be submitted for payable time is accurate and submitting data for payroll processing by prescribed deadlines;
- Handling employee complaints about incorrect payments and resolving discrepancies;
- Training and supporting employees using the employee and manager self service functions in the timekeeping systems relevant to payroll, time and labor, and absence management; and
- Communicating with Agency HR Team about any policy-related concerns identified in timekeeping records through monitoring or communications with employees and managers.

Agency HR Teams are responsible for:

- Entering job data transactions with appropriate comments in a timely manner for processing in the Pay Period in which the action is effective;
- Minimizing the number of job data transactions effective mid-pay period or in prior pay periods;
- Providing information to employees and managers about policies and procedures for requesting and using various available leaves appropriately;
- Communicating with employees and managers to stay informed about the status of leaves and absences;
- Monitoring use of leaves and absences to ensure compliance with policies and procedures, and recommending appropriate action as needed to correct issues; and
- Communicating with Agency Payroll Team about any timekeeping concerns identified through monitoring or communications with employees and managers.

Agency Management Teams are responsible for:

- Ensuring compliance with all program requirements and policies;
- Supporting training and change management activities; and

- Ensuring each agency staff member is appropriately trained on the assigned Authorized Timekeeping System within the first Pay Period after hire, rehire, transfer, demotion, or promotion.

State Comptroller's Office is responsible for:

- Ownership and oversight of the contract(s) and processes for all Authorized Timekeeping Systems used by state employees that provide data for payroll processing by the State Comptroller's Office;
- Partnering with IOT/GMIS Team, INSPD, and other business owners for projects, updates and related matters necessary for the effective operation of the State's HCM and Financial Information systems;
- Partnering with State Personnel Department to establish any policies relating to the operationalization of timekeeping systems in accordance with applicable federal and state laws, rules, and policies;
- Establishing deadlines for data entry, submission, and approval of transactions impacting payroll processing timeline; and
- Partnering with all state agencies and branches of state government to ensure accurate timekeeping, pay checks, and W2 Forms.

Indiana Office of Technology/Government Management Information Services (IOT/GMIS) Team is responsible for:

- Development and maintenance of the system integrations with the State's HCM and Financial Information Systems;
- Notifying in a timely manner and partnering with State Comptroller and INSPD for any updates, enhancements, patches, bug fixes, and other software requirements to Authorized Timekeeping Systems; and
- Applying any updates, enhancements, patches, bug fixes, and other software changes to the systems in a timely manner in accordance with industry standards and the instructions of State Comptroller, INSPD, and other business owners for the State's HCM and Financial Information systems.

Indiana State Personnel Department (INSPD) is responsible for:

- Accuracy of employee and demographic data in the HCM Information System;
- Overseeing leaves and accruals to ensure consistency within the HCM Information System;
- Partnering with IOT/GMIS Team, State Comptroller's Office, and other business owners for projects, updates and related matters necessary for the effective operation of the State's HCM and Financial Information systems;
- Partnering with State Comptroller's Office to establish any policies relating to the operationalization of timekeeping systems in accordance with applicable federal and state laws, rules, and policies; and
- Operating a learning management system to provide access to training materials for the Authorized Timekeeping Systems.



PROCEDURES

1. The State operates on a biweekly payroll cycle consisting of two calendar weeks starting on Sunday and ending on Saturday. Pay Dates are Wednesday in the second calendar week of each Pay Period and compensate the last completed Pay Period.
 - a. The normal working week shall be thirty-seven and one-half (37.5) hours except as otherwise established by statute, specific ruling of the State Personnel Director, or 31 IAC 5-7-8 of the State Personnel Department Rules.
 - b. Shift hours shall be established by the appointing authority, and assignment of employees to specific shifts shall be the prerogative of the appointing authority.
 - c. Schedules for law enforcement and firefighting operations are governed by 31 IAC 5-7-8 in accordance with 29 USC 207(k) and 29 CFR Part 553 Subpart C.
 - d. Work schedules in the legislative and judicial branches are established by those entities.
2. The deadline for Timesheet Submission and Timesheet Approval of all work hours, holidays, leaves, and absences is no later than the Monday following the end of the biweekly Pay Period unless otherwise determined by the State Comptroller's Office. Agencies may establish earlier internal deadlines as necessary to meet the final payroll deadline; however, entries for work hours shall not be submitted prior to the date on which the hours were worked.
 - a. All work time entries, holiday designations, and absence requests should be completed at the end of the employee's final shift in each Pay Period and must be completed on or before the Monday following the end of the Pay Period.
 - b. Manager approval of all timesheets and absence requests must be completed on or before the Monday following the end of the Pay Period. Managers must delegate their approval authority to an appropriate manager (across or above in organizational structure) if they anticipate being unavailable to meet the approval deadline.
3. Timesheet Submission is the employee's certification of the accuracy of the entries in PeopleSoft or punches in UKG timekeeping systems. If errors are found, corrections or edits might be entered by managers or administrators; therefore, employees must review their paystubs promptly and identify any concerns immediately. Falsification of a Timesheet Submission or Timesheet Approval is subject to disciplinary action up to and including dismissal and may be determined by the State Ethics Commission to be a violation of Ethics Rules against ghost employment.
4. Exempt Employees may work more than 75 hours in a Pay Period without additional compensation and must report a minimum of 75 hours per Pay Period of hours worked and/or paid leave taken to receive their base biweekly salary. Exempt employees are not eligible for overtime compensation unless authorized in accordance with Financial Management Circular 2.3 or 31 IAC 5-7-3(2).
5. Non-exempt Employees must report all work hours. Work hours up to 40 in a calendar week will be paid at a straight rate. Work hours in excess of 40 in a calendar week will be paid at a premium rate. Non-exempt Employees are prohibited from working additional compensable hours without authorization.
6. All hours worked and leaves taken for shifts starting on one calendar day and ending on the next calendar day will be counted as occurring on the day the shift began.
7. Hours worked and leave taken must be rounded to the nearest quarter-hour at the 7-minute mark and entered in quarter-hour increments (0.25, 0.5, 0.75, 1.0). Examples:



- a. Start work at 8:07a.m. rounds to 8:00a.m. Start work at 8:08a.m. rounds to 8:15a.m.
 - b. Rounded work hours from 8:15a.m. to 4:30p.m. (30-minute lunch) are recorded as 7.75 hours.
8. Daylight Saving Time (DST) will be applied as follows to employees who are working when the time change occurs at 2:00am ET:
 - a. When DST “springs forward” and 2:00am ET becomes 3:00am ET, employees shall be paid for the full assigned shift. E.g., Shift starts at 10:00pm and ends at 6:00am, the employee will be paid for 8 hours minus any non-compensable meal period.
 - b. When DST “falls back” and 2:00am ET becomes 1:00am ET, non-exempt employees shall be paid for the additional hour worked. E.g., Shift starts at 10:00pm and ends at 6:00am, the employee will be paid for 9 hours minus any non-compensable meal period. Exempt employees may count the additional hour worked toward the 75-hour biweekly minimum required to receive their base biweekly salary.
9. PeopleSoft is the system of record for all employee and payroll data.
10. Failure to complete, submit, or approve timesheets and absence requests in a timely manner for payroll processing may result in disciplinary action.
11. Appendix A contains the general procedures for reporting work hours, holidays, leaves, and absences in PeopleSoft Time and Labor (PS/TL) and Absence Management (PS/Absence) timekeeping system.
12. Appendix B contains the general procedures for reporting work hours, holidays, leaves, and absences in UKG Timekeeping system.



Appendix A – PeopleSoft Time and Labor with Absence Management

All agencies for which the State Comptroller’s Office processes payroll must use PeopleSoft Time and Labor (PS/TL) and Absence Management (PS/Absence) timekeeping system unless the agency has been authorized by the State Comptroller to utilize the UKG Timekeeping system and completed all requirements for implementing that system in accordance with the Operations and Support Policy for [UKG Timekeeping](#).

In addition to the Definitions, Responsibilities, and Procedures set forth above in the policy, the following provisions apply to employees and managers assigned to the PS/TL and PS/Absence timekeeping system:

DEFINITIONS

ESS is the PeopleSoft Employee Self Service portal homepage.

MSS is the PeopleSoft Manager Self Service portal homepage.

Tiles are selections in Self Service for specific activities.

PROCEDURES

1. Employees are responsible for taking security measures when accessing the timekeeping system including multi-factor authentication (MFA) or use of a virtual private network (VPN).
2. Employees must sign-in to ESS and report hours worked and absences requested through the Time Tile on the [homepage](#).
3. Managers must sign-in to MSS and approve hours worked and absences requested by their direct reports through the Team Time or Approvals Tiles on the [homepage](#).
4. All work time entries and absence requests should be completed at the end of the employee’s final shift in each Pay Period whenever possible.
5. Approval of all timesheets and absence requests should be completed on or before the Monday following the end of the pay period. Managers must delegate their approval authority to an appropriate manager (across or above in agency hierarchy) if they anticipate being unavailable to meet the approval deadline.
6. Delegations of approval authority are effective when the delegee accepts the delegation; however, absence requests are routed to managers upon submission, and delegation cannot re-route a submitted absence request; therefore, managers must approve or deny all requests that reach their mailbox regardless of their delegation. If a manager is unexpectedly unavailable to process existing requests for the current Pay Period, affected employees must either
 - a. Cancel those requests and submit new absence requests for another authorized manager once a delegation or re-assignment has been made, or
 - b. Obtain documentation from another manager of approval for the absence and submit that documentation to agency payroll staff who have security access to process the approval but do not have authority to grant the approval.
7. Hours worked and leave taken must be rounded to the nearest quarter-hour at the 7-minute mark and entered in quarter-hour increments (0.25, 0.5, 0.75, 1.0).



8. Remote work must be supported by a remote work agreement entered and approved in the PeopleSoft/Remote Worker tile on the Employee Self Service (ESS) and Manager Self Service (MSS) homepages and designated as such on the timesheet using the REMOTEWORK code in Rule Element 5 on the appropriate row. Authorization for remote work in the offices of separately elected officials, legislative and judicial branches is documented as determined by those entities.
9. Eligibility for holiday pay is in accordance with the [Holidays](#) policy. Holidays will not be automatically populated on timesheets on the scheduled dates of observance. Employees assigned to work on a holiday observance date may use the time reporting code HOL-Holiday to take that holiday on another day within the same Pay Period to another day or use the time reporting code CMPHL-Holiday Comp Time to bank straight-rate compensatory time and move those holiday hours to a subsequent Pay Period. The agency's appointing authority shall determine whether the holiday must remain within the Pay Period or can be moved to a subsequent Pay Period.
10. ESS – Time Tile, Extended Absence Requests must be used for all requests for Family-Medical Leave (FML) and New Parent Leave (NPL). ESS – Time Tile, Request Absences must be used for all other leave types, although application claims for the State's Short- and Long-Term Disability Plan must be submitted to the State's Third-Party Administrator and cannot be submitted in the PeopleSoft system.
11. Comments explaining the reason for the absence must be entered on the Absence Request for these leave codes:
 - a. Other Paid Leave (OLV)
 - b. Leave without Pay (LWP)
 - c. Authorized Leave without Pay (ALWP)
 - d. Unauthorized Leave without Pay (ULWP) will be entered by Manager whenever an absence is subject to disciplinary action
12. Failure to complete, submit, or approve timesheets and absence requests in a timely manner for payroll processing may result in disciplinary action.

Training Materials/Job Aids are located [here](#).



APPENDIX B – UKG Timekeeping

The UKG timekeeping system is available only to an agency which has been approved by the State Comptroller's Office and completed all requirements for implementing that timekeeping system in accordance with the Operations and Support Policy for UKG Timekeeping (policy available upon request from State Comptroller's Office).

In addition to the Definitions, Responsibilities, and Procedures set forth above in the linked policy, the following provisions apply to employees and managers assigned to the UKG Timekeeping system:

DEFINITIONS

Geo-Fencing is a geographical limitation applied to Mobile Devices restricting entry of Punches to a specific location set by latitude and longitude.

Mobile App is an authorized access method for the UKG Timekeeping System; however, work hour punches may be entered using the Mobile App only if employee is authorized to do so. Any employee authorized to use the Mobile App may enter absence requests through the App.

Mobile Device is an employee's mobile phone from which they enter punches for shifts, meals, and other appropriate actions during their workday and request leaves and absences. A mobile device may be a personal device or one owned by the State and assigned to the employee. Mobile App and Web Services may be accessed by a mobile device.

Punch(es) is a term of art for the time stamp record used to calculate an employee's work hours.

Time Collection Device (TCD) is a physical device located in a specified location assigned as an authorized access method for employees to enter in and out Punches for shifts, meals, and other appropriate actions during their workday and to request leaves and absences. It may be accessed on the screen or by swiping a bar code on an employee's access badge. TCDs are also known as timeclocks or kiosks.

Web Service is an authorized access method for entering work Punches and absence requests through a [UKG website](#) assigned to the State.

PROCEDURES

1. Employees and Managers will be assigned to access the UKG Timekeeping System by one or more of the following methods:
 - a. Time Collection Device (TCD) (a/k/a timeclock or kiosk)
 - b. Web Service
 - c. Mobile App
2. Schedules must be assigned in quarter-hour increments.
3. Hours worked and leave taken must be rounded to the nearest quarter-hour at the 7-minute mark.



- a. Hours worked will be recorded as of the exact time of the punch into the assigned device, web service, or mobile app.
 - b. Example: A starting punch of 7:53am will be rounded to 8:00am, an ending punch of 4:36pm will be rounded to 4:30pm, and meal punches rounded to 60 minutes will result in payment for 7.5 hours worked.
 - c. Absences and leaves taken must be requested and approved in quarter-hour increments (0.25, 0.5, 0.75, 1.0).
4. Employees are required to enter Punches for work hours as close as possible to the start and end of their assigned shifts and meal periods and are prohibited from working compensable overtime hours without authorization.
- a. Employees assigned to use TCDs must enter Punches or swipe their badges at the assigned TCD location(s) for all work hours.
 - b. Employees using Web Services must enter Punches upon reaching their workstation at shift start and leaving workstation at shift end plus any meal period(s) during the shift, whether on premises or remote. Employees are prohibited from entering Punches via Web Device from any location (such as an unassigned remote location, vehicle, or parking lot) that is not the assigned location for the beginning or end of the employee's shift. Employees are responsible for taking reasonable security measures when accessing the timekeeping system including MFA (multi-factor authentication) or use of a VPN (virtual private network) where required.
 - c. Employees using Mobile App to enter work hours must enter Punches within the parameters established by the Participating Agency for the Geo-Fencing limitations for each worksite. Employees are prohibited from entering work hour Punches via Mobile App from any location (such as home, vehicle, or parking lot) that may fall within the prescribed Geo-Fencing limitation but is not the assigned location for the beginning or end of the employee's shift.
 - d. Employees authorized to use Mobile App who are assigned State-owned devices must enter Punches on the device owned by the State and assigned to the employee. Employees authorized to use Mobile App who are not assigned State-owned devices and do not have the application on their personal mobile devices must use a TCD at an assigned location or Web Service at the location prescribed for their assigned workstation.
5. Meal Punches are required for any period during a shift a Non-exempt Employee is completely relieved of all duties for at least 30 consecutive minutes. If Non-exempt Employees perform duties that reduce a meal period to less than 22 minutes, the entire meal period becomes compensable, and the employee and manager must coordinate any necessary edits to the meal punches. Exempt Employees are required to Punch out for each meal period and monitor their work hours, meal periods, and leave taken to ensure at least 75 hours are accurately reported to receive their base biweekly salary.
6. Remote work must be supported by a remote work agreement entered and approved in the PeopleSoft/Remote Worker tile on the Employee Self Service (ESS) and Manager Self Service (MSS) homepages and designated as such on the timecard under the Transfer column using Add Labor Category and selecting Add Rule Element 5 REMOTWORK. Authorization for remote work in the offices of separately elected officials, legislative and judicial branches is documented as determined by those entities.



7. If an employee fails to enter a Punch anticipated on the assigned work schedule, a notification will be sent requiring the employee to enter an edited Punch. Employees will receive those notifications upon their next log-in to the system and are required to promptly correct missed Punches. Notification of all edits will be sent to the employee's manager for review. If an employee is unavailable to edit a missed Punch within a reasonable period during the Pay Period, the manager shall edit the missed Punch prior to the payroll deadline.
8. Failure to enter required Punches or submit or approve appropriate leave and absence requests in a timely manner for payroll processing may result in disciplinary action.
9. Employees assigned to enter work hour Punches using a TCD may be authorized to request leaves and absences from the Mobile App or Web Service to reduce waiting time at a TCD during shift changes; however, that authority is limited to requests for leaves and absences.
10. Initial requests for authorization to obtain hours of Family-Medical Leave (FML) and New Parent Leave (NPL) must be submitted in PeopleSoft/ESS – Time Tile, Extended Absence Request. [Login to PeopleSoft](#).
 - a. Comment Code is required for use of authorized Family-Medical Leave (FML) hours.
 - b. Employees must select the code from the dropdown menu in UKG Timekeeping that matches the FML Request ID# stated on the approval notice for the FML reason the absence is taken.
11. Eligibility for holiday pay is in accordance with the [Holidays](#) policy. Holidays will not be automatically populated on timecards on the scheduled dates of observance.
 - a. Enter 01 Holiday pay code if the eligible employee did not work on the date of holiday observance.
 - b. Employees assigned to work on a holiday observance date may use the Request Time Off (RTO) process to choose either the pay code 01 Holiday to take that holiday on another day within the same pay period to another day or use the pay code 02 Holiday Comp Transfer to bank straight-rate compensatory time and move those holiday hours to a subsequent pay period.
 - c. The Participating Agency's appointing authority shall determine whether the holiday must remain within the pay period (01 Holiday) or can be moved to a subsequent pay period (02 Holiday Comp Transfer).
 - d. If neither 01 Holiday nor 02 Holiday Comp Transfer is selected prior to submission of the timecard, holiday pay will be issued for the scheduled date of observance.
12. Executives Authorized to be Paid by Schedule: Only top-level agency executives who report to Company Directory in the PeopleSoft reporting structure or have been approved by State Comptroller's Office for assignment to the SOIAUTOAPP workgroup in PeopleSoft are authorized to be paid by schedule in UKG. Each pay period, those executives are required to review and sign a copy of the timecard certifying its accuracy on hours worked, holidays, and leaves taken. Such documentation shall be obtained and maintained by Participating Agency Payroll staff in a manner and location accessible for review during any audit by Indiana State Board of Accounts.

Training Materials/Job Aids are located [here](#).

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