

POLICIES - TIMEKEEPING - VICTORIA COUNTY:  
(12-10:21)

12. June 24, 2013. Moved by Kevin M. Janak and seconded by Clint C. Ives, the Commissioners Court approved Victoria County Policies regarding timekeeping. Motion adopted.

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## VICTORIA COUNTY TIMEKEEPING POLICY

### **Policy**

To ensure appropriate and timely pay, Victoria County policy requires that accurate records be kept and reported on hours worked by all employees. Timekeeping must accurately reflect all hours worked and should be recorded on a daily basis.

Some departments use traditional hand written time sheets, however, most departments use Timekeeper, an electronic timekeeping system to report employee hours worked and absences. Specific department procedures are provided at new employee orientation by Administrative Services.

### **Electronic Timekeeping**

It is the responsibility of the employee to accurately record all hours worked in the TimeKeeping System. Each employee is provided a coded ID card and a four digit pin for recording purposes. Hours worked are entered by swiping the ID card or keying into terminals located in each of the County buildings, the preferred method is swiping. If your badge is lost or nonfunctional, please notify Administrative Services for a replacement.

Supervisors and department timekeepers or authorized administrative personnel confirm hours, make corrections as requested by the employee and submit the time records to the Treasurer's Office for the processing of payroll.

Regardless of the method used, supervisors and employees should be aware of the following when submitting hours worked or absences:

- Supervisors must approve time submitted and any changes made after initial completion by initialing completed time cards or by confirming electronic submission of hours.
- Employees are responsible for submitting only their own hours. Punching another employee's time card or entering another employee's hours in TimeKeeper is not an acceptable practice and may be grounds for corrective action.
- Time must be submitted by 10:00 a.m. bi-weekly on the Monday to be prepared for distribution of payroll by the following Friday.