

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-45

Effective Date: 10/01/2005

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*C. D. DeBourcy*

County Administrator

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SUBJECT: **TIMEKEEPING FOR WORK ORDERS AND SERVICE REQUESTS**

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DEPARTMENT RESPONSIBLE: **All County Departments**

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## I. STATEMENT

To allocate labor hours and the associated benefits and markups for a work order or a service request, time is to be recorded within the Timekeeping module in Synergen so that the cost of that time is appropriately charged to a work order and then, if applicable, to a project or subproject or to a service request. This is true for ALL employees with time spent on a work order or a service request. Exempt employees may not charge more than 40 hours per week and non-exempt employees may not charge more than the hours recorded on the Time and Attendance Form, which is required for payroll processing. Unworked hours (holiday or vacation) may be entered in the Timekeeping module, but must be charged to the employee's home center.

**This timesheet does NOT replace the Pima County Time and Attendance Form.** The Payroll system is a separate system and does not allocate time to work orders or service requests.

Time may be recorded for an entire payroll period on one timesheet with a date of the last day of the payroll period or, with approval of the Deputy Director, Department of Finance and Risk Management, it may be recorded on a daily timesheet with the date of the timesheet being the date of the time worked.

There are four methods of entering time that is to be recorded in Synergen; the Timekeeping module, the Work Order module, the Service Request module, and the Timesheet Wizard.

## II. PROCEDURE

A. Timesheets are processed through the Timekeeping module.

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- B. Time may be recorded for an entire payroll period on one timesheet with a date of the last day of the payroll period or may be recorded daily with the timesheet date being the date worked. There are four methods of entering time that is to be recorded in Synergen; the Timekeeping module, the Work Order module, the Service Request module, and the Timesheet Wizard.
  - C. Timesheets may be viewed by day, week, bi-weekly, semi-monthly, monthly, or by pay period.
  - D. Timesheets must be approved between Sunday at 8:00 a.m. and no later than Thursday at 12:00 p.m. for the prior pay period. Any corrections or adjustments will need to be made by creating a Cost Adjustment. The Departmental Supervisor will have the authority to approve timesheets and must approve each supervised employee's timesheet.

### III. OFFICE OF PRIMARY RESPONSIBILITIES

The Operational Department is responsible for completing and approving all Timesheets.

### IV. REFERRAL PROCEDURE

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-45, TIMEKEEPING FOR WORK ORDERS AND SERVICE REQUESTS.