



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



252.02
eCAPS TIME SHEET SUBMITTAL AND APPROVAL
09-28-10

PURPOSE

The purpose of this order is to establish procedures to ensure accuracy and timely submission and approval of employees' time sheets.

POLICY

It shall be the policy of the Sacramento Police Department that employees accurately complete their time sheets and that time sheet coordinators, supervisors or their designees review and approve employee time sheets for each pay period.

PROCEDURE

A. ENTRY AND SUBMITTAL

1. At the completion of each week, employees shall accurately enter the number of hours worked and if applicable, all other TRC (Time Reporting Codes) that are required for the hours entered.
 - a. When an employee works overtime a notation shall be made in the comment bubble indicating the reason for the excess time.
 - b. If an employee is assigned to work a special event/ assignment other than normal duties a notation shall be made in the comment bubble.
Example 1 - Special Assignment: Assigned to NCU but currently assisting with homicide Investigation 2010-123456.
Example 2 - Time Flex: Flexing time to work on game plan with another LEA.
2. If an employee is unable to complete their eCAPS time sheet, the supervisor, and/or their designee shall ensure that:
 - a. the employee's time sheet is entered and submitted into eCAPS.
 - b. the proper TRC and program codes or activity numbers are utilized based on their knowledge of the employee's reason for the absence when filling out and submitting the employee's eCAPS time sheets.
3. Any intentional misuse of TRC which results in employees being paid for time not worked (e.g. Sick Leave, Vacation, Holiday Credit, etc.) or premium pay (e.g. "Out of Class", Overtime, FTO, etc.) for regular work hours may result in disciplinary action.
4. Employees shall ensure they have sufficient hours accrued to cover any leave balance used. Authorization from the supervisor shall occur before the eCAPS time sheet is submitted and should be based on division/section/unit policy for taking time off.
 - a. If a time sheet is rejected for insufficient balances (other than sick leave), and the error is discovered during the time sheet submittal process, the employee, supervisor, time sheet coordinators or their designee will attempt to use other leave balances that are available (except sick leave) to ensure the employee has been paid for a complete work week.
 - b. In the event the employee uses sick leave and does not have sufficient sick leave hours accrued, the Section Commander shall determine if the employee may use other accumulated time. If the Section Commander disallows the use of any other accumulated time, WOP shall be entered as the TRC and a notation explaining the decision shall be made in the comment bubble. Note: Supervisors have the ability to review the employee leave balances via eCAPS.

B. REVIEW AND APPROVAL

1. The time sheet coordinators shall run Time Sheet Reports for "No Time Submitted" and "Payable Time Not Yet Approved" to ensure that time sheets for the employees within their group(s) are submitted and approved. If necessary, notifications shall be forwarded to the employee, supervisor or designees informing them of the need to submit time sheets or approve them.

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2. Once submitted, the supervisor, their designee, or the time sheet coordinators shall insure that the eCAPs time sheet accurately reflects the employee's work week. A notation shall be made in the comment bubble when it is necessary to clarify TRCs.
3. Once the time sheet is verified, the supervisor or designee shall approve it. An automated e-mail notification will be delivered to the employee when the time submitted is denied.
4. Employees shall submit their time sheets prior to the deadline set by their supervisor and /or time sheet coordinator. The supervisor and/or time sheet coordinator shall ensure that time sheets are approved by 1200 hours every Tuesday (unless otherwise directed by Payroll).
5. If an employee's time sheet is not submitted, the employee's division is responsible for ensuring that the time sheet is entered, submitted and approved in eCAPS.
6. Time sheets not submitted by 1200 hours on Tuesday following the second week of the pay period may cause the employee to be short on their next paycheck. If this occurs, the party with whom the fault rests may be subject to disciplinary action.
7. Units may establish other reviews/audits to ensure accuracy.

C. TIME SHEET CORRECTIONS

1. All corrections to time sheets can be submitted and approved within the same pay period prior to the processing of time sheets by Payroll. Employees shall notify their supervisor of any changes/corrections that were previously submitted within the pay period.
2. Corrections within a 62 day period shall be made via eCAPS if it involves a TRC change with the type of hours worked (e.g. REG hours to Out of Class or REG to FTO Out of Class). The corrections shall be entered by the employee, their supervisor or designee and approved by the supervisor or designee. The employee shall make a notation in the eCAPS comment bubble citing the reason for the correction.
3. For all other leave types or if the time sheet correction is older than 62 days, a handwritten time sheet correction form shall be completed and forwarded to Payroll and a notation shall be made in the eCAPS comment bubble.

D. AUDITING

1. The Division Captain or their designees shall periodically audit time sheet entries in eCAPS to ensure compliance. If an error is found during a review/audit the employee shall:
 - a. be notified of the errors found on their time sheets.
 - b. have 2 weeks to contact their division commander or designee if they feel their time sheets were correct as submitted.
 - c. ensure that copies of any documentation in support of their position are turned in to the Division Captain.
2. The Division Captain or their designee shall review any disputed case and make the final decision on the time sheet.
 - a. If it is decided the employee was in error, the appropriate changes shall be made.
 - b. A copy of the correction shall be provided to the employee.
3. All overtime shall be supported by an Overtime Slip (SPD 148) and approved by a supervisor with a copy given to the employee.
4. The Division Captain or their designee shall be responsible for review and disciplinary decisions for both the employee making the error and the approving supervisor.
5. If errors continue, both the employee and approving supervisor(s) may be subject to further discipline as applicable.