

## 2A-6 TIMESHEETS

Federal and state laws require Atascosa County to keep an accurate record of time worked. To ensure adequate staffing, positive employee morale, and to meet expected standards throughout Atascosa County, timely and regular attendance is a condition of employment for all Atascosa County employees. Employees will be held accountable for adhering to their workplace schedule and documenting their time in the Time and Attendance System, TimeClock Plus. Accurately recording time worked is the responsibility of every employee, exempt or nonexempt. Altering, falsifying, tampering with time records, or clocking in/out for another employee is grounds for disciplinary action, up to and including termination of employment and legal action. TimeClock Plus produces governmental documents and as such require accurate and truthful information. Falsifying a time sheet, a governmental record, is a criminal offense. Employees shall only use the appropriate available leave to account for time off from their regular weekly work schedule.

Any employee with three (3) or more missed punches, may be required to come before Commissioners Court, along with their department head or elected official to explain the excessive missed punches. Additionally, any supervisor who routinely edits, changes, or adds time for employees may be subject to come before Commissioners Court to explain.

It is the employee's responsibility to approve their time records to certify the accuracy of all time recorded. Once the employee has approved their time, the elected official, appointed official or department head will review and then approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the department head must verify and approve accuracy.

Once time is approved by both the employee and the department head or elected/appointed official, it is determined that it is a complete and final timesheet, and no further changes may be made. If an employee finds an error has occurred, corrections will be made on the following payroll. All timesheets are due to be final by the end of day on Monday prior to payroll week. If an extension is needed, a notification must be sent to the Human Resources department by noon on the Monday prior to payroll week or an extension may not be given.

The following positions are exempt from using TimeClock Plus and are paid on a salary basis. The exemptions below are responsible for accurately reporting any time used for personal, sick, or vacation to the human resources department:

- Atascosa County Elected and Appointed Officials
- Assistant County Attorney's
- Assistant District Attorney's
- Animal Control Shelter Director
- Emergency Management Coordinator
- Fire Marshal
- Deputy Fire Marshal-Environmental Crimes Officer
- Elections Administrator
- IT Manager
- Chief Juvenile Probation Officer
- Juvenile Detention Center Director
- Human Resources Director
- District Court-Court Reporters
- Public Defenders Office Attorneys
- Rural Development Director
- Veterans Service Officer
- Indigent Health Care Coordinator
- Maintenance Supervisor
- Post Juvenile Detention Center Clinical Program Director