



Division 07

Fiscal Affairs

Electronic Timesheet Policies and Procedures for H-Scale and G-Scale Personnel

March 2009

POLICY

To ensure the effective and efficient use of the electronic timesheet system by Prince George's County Fire/Emergency Medical Services (EMS) civilian personnel.

DEFINITIONS

Electronic Timesheet System (ETS) – a time and attendance program designed to automate payroll.

PROCEDURES

1. General Guidelines

In addition to the electronic timesheet system (ETS) information on County Wide Policies outlined in the ETS End User Handbook and the Supervisor Handbook and also found on the intranet, <http://10.204.1.107/Stromberg/eAccess/start.asp> the following Policies and Procedures are for use by Fire/Emergency Medical Services (EMS) Department employees:

- Supervisors are responsible for monitoring employees' actual work hours and ensure any adjustments are made or appropriate action taken.
- Absolutely no deleting of punches.
- Proximity clocks will not be installed at the Fire Services Building or Apparatus Maintenance until the sworn personnel are brought on-board with ETS. Until these clocks are

installed, employees must punch in and out using their computer. If using a proximity clock at other than assigned location, the time clock will accept the punch, but will not show the individual's name. Be sure to check your timesheet on line at the first available opportunity if using a different proximity clock.

- Employees, who are in locations with proximity clocks, are to punch in with the clock; however, punch out is required by use of the computer.
- Every civilian employee will have an automatic 30-minute meal deduction during the 6th work hour. Any adjustment for working through lunch must be approved by and handled by the supervisor.
- No time off requests can be entered on the same day that you request leave. Employees using leave without advance notice (leaving early or coming in late) must complete a transaction for a missed punch.
- No pre-populating in advance for regular work hour schedule, only allowed to pre-populate for approved special events, example: meetings or attending training.
- Every employee should make attempt to Punch in and Punch Out during the scheduled time of work. If an employee misses a punch, be sure to



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FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS**

“Add a Transaction.” Add a Transaction should also be utilized for unscheduled leave and off site work hours. Remember if Add a Transaction is used, Comments are required. When entering Comments follow the following format: Comment, initial of employee and the date. Comments must be professionally written.

- If requesting Mileage Reimbursement, use the form in the Comments section that is found on the intranet site.
- Civilian Fire Inspectors and Investigators must punch in and out at a County worksite/station closest to their area of response (i.e., LGC, CAB, Fire Training Academy) according to their normal work schedule. County locations without proximity clocks will have access via the intranet; however, employees must log onto the computer using the employees network ID. Supervisors are to monitor these punches and make adjustments, via a transaction, as necessary.
- As a reminder, an employee should not be requesting leave if there is not enough in the employee’s leave balance to cover the leave. The leave balances shown on the timesheet are available for review by the employee.
- Employees must approve their timesheet before submitting, unless extenuating circumstances prevent the approval. The approval takes the place of the employee’s signature.
- Supervisor’s approval will continue to be the Monday afternoon following

the end of the pay period, unless notified previously of shortened processing time. If the supervisor is unavailable the back up supervisor should complete the approvals. Paper reports are still due in on Monday morning for processing, i.e. overtime/comp justifications, civil papers, and military papers.

- Majors/Managers and above will have ETS report access. Other access to reports will be on an as need basis and will be prepared by Fiscal Affairs.
- Callbacks – Time is based on arrival and departure of the worksite/scene. Supervisors are responsible for monitoring for accountability.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A