

Policy & Procedure Manual

TIME CARDS – FD-VII-4

POLICY

Timecards will be prepared, completed and processed on a weekly basis. Timecards will be updated in Attendance Enterprise on a weekly basis and authorized biweekly in order to process payroll on a biweekly basis.

PURPOSE

Each employee who has time recorded in Attendance Enterprise will have those hours exported to the Odyssey/HR and KIS Payroll systems in order that further calculations may be done and a pay deposit produced.

PROCEDURE

1. Cost centre and status changes will be updated in Attendance Enterprise by the Finance department per Policy FD-VIII-3 Employee Master Form.
2. All timecards will be locked as approved by the area supervisor by 4:00pm of pay ending Fridays with the exception of statutory holidays where it would be adjusted to 4:00pm Thursday.
3. Timecards with "Insufficient Benefit" flags will not be locked as approved and will need to be cleared by the approver prior to locking as approved.
4. Any changes to the time recorded prior to the completion of the payroll processing will be made by the Finance Department on the approval and direction of the appropriate Director.
5. Finance verifies any exceptional schedules as per Payroll Processing Checklist to timecard coding. Any necessary adjustments are made, a notification provided to supervisors and timecards are authorized again by appropriate Director.
6. A Payroll Hours Summary and Payroll Dollars Summary are produced from Attendance Enterprise. The total hours and dollars are totalled and verified from the Excel Spreadsheet.
7. The recorded hours for each employee is then exported from Attendance Enterprise and imported to KIS Payroll.

POLICY: FD-VII-4
DEPARTMENT: Finance
CATEGORY: Payroll
EFFECTIVE DATE: July 2019
SUPERSEDES VERSION DATED: November 2008
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8. After all the timecards are imported to KIS, a Payment Time Card Summary report is produced. The input totals are balanced to the totals on the Excel Spreadsheet created from the Payroll Hours Summary produced in Attendance Enterprise.
9. Once totals are balanced, all reports are kept in the pay period file for auditor reviews as required.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Community Services Administration

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

