


Time Administration and Time Entry

	Louisiana Department of Health (LDH)	
	Policy Number	77.3
	Content	Policy, Applicability, Implementation, Definitions and Procedures for Entry of Time and Attendance
	Effective Date	January 4, 2024
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LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department's reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

This policy defines responsibility in The Louisiana Department of Health (LDH) for the entry of time and attendance hours and for maintenance of the pay period files. Employees who have computer access and an email account in the state email system (Outlook) should submit leave and attendance requests through Louisiana Employees Online (LEO) unless instructed to do otherwise by their supervisors or other management personnel. If unforeseen circumstances prevent use of the online system,

affected employees shall submit paper leave and attendance requests to their supervisor for approval and subsequent entry into CATS by the Unit Time Administrator.

Within the parameters of this policy, appointing authorities may establish procedures for time entry, certification, and record keeping for employees who do not enter leave and attendance requests in LEO.

II. APPLICABILITY

This policy applies to all Offices within the Louisiana Department of Health (LDH) and to all employees of the Department.

III. DEFINITIONS

Appointing Authority - 'Appointing Authority' means the officers and employees authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.

CATS – Cross Application Time Sheet provided by the Human Resources System.

ECertification – Online process that allows employees to certify or decline time statements electronically and lets approvers approve or reject employees' time statements electronically.

Employee Administration Unit – Each office within LDH that is responsible for the administration of payroll data, including time administration. **Employee Administration Units** are located at the following offices and facilities:

1. Office of the Secretary/Office of Management and Finance/ Division of Human Resources
2. Pinecrest Supports and Services Center (PSSC)
3. Eastern Louisiana Mental Health Systems (ELMHS)
4. Central Louisiana State Hospital (CLSH)
5. Villa Feliciana Medical Complex (VFMC)
6. Central Louisiana Supports and Services Center (CLSSC)

LaGov HCM Human Resources System – A computer-based integrated human resources and payroll system used by the executive branch departments in the State of Louisiana.

LEO (Louisiana Employees Online) – Employee access to time and pay information stored in LaGov HCM.

Primary Time Administrator – The person occupying a position that has been assigned time administration duties and granted security access for time administration.

Secondary Time Administrator – The person who serves as backup to the Primary Time Administrator and performs the same duties, when necessary.

Time Administration Group – A grouping of employees for which a position has responsibility for time administration functions. Each Time Administration Group shall have a Primary and Secondary Time Administrator.

Time Administration Unit Manager – The person assigned responsibility for the review and certification of time entry and documentation by the Primary and Secondary Time Administrators. This may be the appointing authority, division/unit manager, direct supervisor, etc., depending on the size and complexity of the organizational unit.

IV. POLICY PROVISIONS

- A. Dissemination of procedures - Each Employee Administration (EA) Unit shall be responsible for distributing to their respective Time Administration Units memoranda and procedures issued by OSUP and OTS as they relate to time entry and reporting requirements. The EA Unit will also be responsible for formulating and distributing any agency specific requirements relating to time administration.
- B. Unless their appointing authority directs otherwise, employees are responsible for their own time entry in LEO. Employees should report errors in time entry to the Unit Time Administrator as soon as they detect the errors. Employees shall not certify time and attendance that is not accurate. If a situation cannot be resolved between the employee and the Time Administrator, the employee and Time Administrator should refer the matter to the Time Administration Unit Manager for resolution.
- C. Certification of time and attendance – Unless their appointing authority directs otherwise, employees, supervisors and managers should follow the certification procedures issued by the Division of Administration/ Office of State Uniform Payroll by responding promptly to the emails sent to them each pay period from WF-BATCH@LA.GOV.
- D. Overtime - According to Civil Service rules, each employee in leave earning status has a regular work schedule. Overtime hours are working hours in excess of 40 hours per week or 80 hours per pay period depending upon the employee's status under the Fair Labor Standards Act (exempt or non-exempt). Compensation for overtime hours

may be cash payment or compensatory (K) leave in accordance with Civil Service rules and the Fair Labor Standards Act.

- E. Prior approval of overtime – Employees must request and obtain supervisory approval to work overtime prior to working the overtime. Employees who enter attendance requests for overtime in LEO shall document the reason for the overtime in the “Note” section of the attendance request. Employees who do not enter overtime requests in LEO shall submit an Overtime Request form (HR-23) to their supervisor prior to working the overtime.
- F. Employees in non-leave earning status receive pay only for hours actually worked and do not earn annual, sick or compensatory leave. Employees in non-leave earning status do not receive holiday pay when they do not work on a holiday. If their supervisor directs them to work on a holiday, they receive cash compensation for any hours they actually work on the holiday.
- G. Leave without Pay - Employees in leave-earning status who are on leave without pay immediately preceding and following a holiday are not eligible for payment for the holiday.
- H. Extended absence – If an employee is absent for an extended period, has not had the opportunity to complete a written or on-line leave request, and the employee’s supervisor determines that the employee has a legitimate reason to be absent, the supervisor, pending the employee’s return, must complete a leave slip and the leave must be recorded on the time file as it occurs. The employee must sign the leave slip upon return to work.
- I. Daylight savings time - Employees whose work schedules fall at the beginning of daylight savings time in the spring shall be required to take compensatory or annual leave to make up for time lost during the changeover to daylight savings time. Employees whose work schedules fall at the end of daylight savings time in the fall shall be granted overtime to compensate them for the extra time worked during the changeover to daylight savings time.

V. TIME ADMINISTRATOR SECURITY

Each EA Unit shall have an Agency LaGov HCM Security Coordinator who is responsible for maintaining position and incumbent security documentation.

Time Administrator security in LaGov HCM is established by position.

For employees with Hlds, a LaGov HCM Request for Position Security-HR form (ISF048) must be completed by the Agency LaGov HCM Security Coordinator and

submitted to the Appointing Authority for approval. Once approved by the Appointing Authority the Position Security-HR- form (ISF048) is sent to OTS to establish, revise, and/or remove security access for the position.

For employees with PIDs, a Position Security-HR form (ISF048) will be filled out by the LaGov HCM Security Coordinator and submitted to the Appointing Authority for approval. Once approved by the Appointing Authority, LaGov HCM Security Coordinator will submit security request via LEO to OTS to establish and revise security access for the position.

A LaGov HCM Request for Position Security-HR form (ISF048) must be completed by the Agency LaGov HCM Security Coordinator and submitted to OTS to establish, revise, and/or remove security access for the position.

VI. TIME ADMINISTRATOR SUPPORT

Each EA Unit shall have the following designated staff to serve as support for Time Administrators:

- A. LaGov HCM Agency Liaison –This person is responsible for
 - 1. Acting as the agency approver for official LaGov HCM documents;
 - 2. Dissemination of information from OSUP and OTS;
 - 3. Ensuring that management and Time Administrators receive pertinent information relating to time administration in a timely and efficient manner;
 - 4. Informing OTS of any changes in delegation of responsibilities within the agency.

- B. LaGov HCM Time Administrator Superuser – This person must be thoroughly knowledgeable about OSUP and OTS policies and procedures related to time administration and the technical aspects of entering time in LaGov HCM. Time Administrators should contact their Time Administrator Superusers (or designees) with questions concerning rules, regulations, and entry procedures.

VII. TIME ADMINISTRATOR TRAINING

Each EA Unit shall have a person designated to coordinate training for new time administrators and/or refresher classes as needed.

New Time Administrators must complete the following online LEO class PRIOR to assuming Time Administrator duties: LaGov-HCM-Basics of Time Administration. This course is located in LEO under Success Factors – My Training.

VIII. TIME ADMINISTRATION UNIT MANAGER

- A. Each Time Administration Unit Manager shall formally designate positions to have Primary and Secondary Time Administrator responsibilities for each Time Administrator Group. The Time Administration Unit Manager or designee is responsible for notifying the LaGov HCM Security Coordinator of the need to establish and/or change Time Administrator security and/or Time Administration Groups and for submitting necessary forms.
- B. The Time Administration Unit Manager shall notify all employees of time and attendance procedures and policies concerning requesting leave and/or overtime. Please see LDH Policy #125 – Work Schedules, Attendance and Punctuality.

IX. RECORD RETENTION

- A. The Time Administrator shall retain pay period files for each active employee for five years. Time Administrators shall comply with all instructions and directives regarding items to be included in the pay period files.
- B. For further information about record keeping, please refer to LDH Policy #125, Work Schedules, Attendance and Punctuality.

X. EMPLOYEE'S FINAL CHECK

LaGov HCM will generate the employee's last check from the agency in the same manner as their regular bi-weekly payroll payment is set up in LaGov HCM. If the employee has been set up for direct deposit, the system will issue the last check via direct deposit; if set up for a paper check, then the last check will be sent to the employee's address. The only exception to this is for a deceased employee's final payment, in which case OSUP processes a paper check and forwards the check to the agency for distribution.

XI. VIOLATIONS

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

Falsification of time and attendance records may result in criminal prosecution.

XII. REFERENCES

LDH Policy #45 – Overtime Policy

LDH Policy #125 – Work Schedules, Attendance and Punctuality

CATS Time Approver & Time Employee Administrator QUICK REFERENCE CARD (OTS Website)

CATS Time QUICK REFERENCE CARD (OTS Website)

ECertification QUICK REFERENCE CARD (OTS Website)

XIII. REVISION HISTORY

Date	Revision
May 25, 2004	Policy created
October 3, 2011	Policy revised
November 16, 2018	Policy revised
May 7, 2019	Housekeeping change
January 4, 2024	Policy revised