



**City of Hampton
PERSONNEL ADMINISTRATIVE INSTRUCTION**

DATE: September 1, 2007	CHAPTER: 5	PAI No. 6	
REFERENCES: XIII, E	SUBJECT: Time and Attendance Reporting and Retention Requirements		
<p>I. <u>General:</u></p> <p>The Fair Labor Standards Act requires that every covered employer keep certain records for each non-exempt worker. The Act requires the records include data about the hours worked and the wages earned. The law requires this information to be accurate.</p>			
<p>II. <u>Procedures:</u></p> <p>A. Information Required</p> <p>The following is a listing of the basic records that payroll clerks need to maintain:</p> <ol style="list-style-type: none"> 1. Time and day of week when employee's workweek begins 2. Hours worked each day 3. Total hours worked each workweek 4. Total amount of Annual Leave taken 5. Total amount of Sick Leave taken 6. Comp time earned 7. Comp time taken 8. Call Out hours (if applicable) 9. Total overtime earnings for the workweek <p>B. Records Retention</p> <p>The Library of Virginia Records Retention and Disposition Schedule, General Schedule No. 02, County and Municipal Governments Fiscal Records states that payroll records must be kept for five (5) years. Records on which wage computations are based should be retained for five (5) years, i.e., time cards, work and time schedules, and records of additions to or deductions from wages.</p> <p>C. Forms</p> <ol style="list-style-type: none"> 1. Use WAE/PPT Time Sheet to record hours worked for WAE and PPT employees. 2. Use the Non-Exempt PFT Employee Time Sheet form to record hours worked for PFT non-exempt employees. 3. Use the Standard Leave Application for hours not worked (both paid and unpaid) for non-exempt PFT employees. 			
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NON-EXEMPT EMPLOYEE TIME SHEET

Employee Name: _____ **Employee Number:** _____

Pay Period Begin Date: _____ **Pay Period Ending Date:** _____

<u>Week One:</u>	<u>Date</u>	<u>Time In</u>	<u>Lunch Out</u>	<u>Lunch In</u>	<u>Time Out</u>	<u>Hours Worked</u>	<u>City Hrs Paid</u>	<u>Holiday Hrs Worked</u>
Sat	_____	_____	_____	_____	_____	_____	_____	_____
Sun	_____	_____	_____	_____	_____	_____	_____	_____
Mon	_____	_____	_____	_____	_____	_____	_____	_____
Tues	_____	_____	_____	_____	_____	_____	_____	_____
Wed	_____	_____	_____	_____	_____	_____	_____	_____
Thurs	_____	_____	_____	_____	_____	_____	_____	_____
Fri	_____	_____	_____	_____	_____	_____	_____	_____

Total Week One Hours: Hours Worked & City Holiday Hrs Paid _____

Sick Hours Used _____ Vacation Hours Used _____

Comp Hours Used _____ Holiday Hours Worked _____

<u>Week Two:</u>	<u>Date</u>	<u>Time In</u>	<u>Lunch Out</u>	<u>Lunch In</u>	<u>Time Out</u>	<u>Hours Worked</u>	<u>Hrs Paid Worked</u>	<u>Holiday Hrs</u>
Sat	_____	_____	_____	_____	_____	_____	_____	_____
Sun	_____	_____	_____	_____	_____	_____	_____	_____
Mon	_____	_____	_____	_____	_____	_____	_____	_____
Tues	_____	_____	_____	_____	_____	_____	_____	_____
Wed	_____	_____	_____	_____	_____	_____	_____	_____
Thurs	_____	_____	_____	_____	_____	_____	_____	_____
Fri	_____	_____	_____	_____	_____	_____	_____	_____

Total Week Two Hours: Hours Worked & City Holiday Hrs Paid _____

Sick Hours Used _____ Vacation Hours Used _____

Comp Hours Used _____ Holiday Hours Worked _____

	<u>Week 1</u>	<u>Week 2</u>	<u>Time Proof Entry Code:</u>
<u>Hours worked + City Holiday hours paid (up to 40 hours)</u>	_____	_____	<u>NONE</u>
<u>Regular Hours Worked over 40</u>	_____	_____	<u>HRLY1 or HRLY2</u>
<u>Overtime Hours</u>	_____	_____	<u>OT1.5</u>
<u>Comp Time Hours Earned</u>	_____	_____	Tracked manually
<u>Comp Time Hours Taken</u>	_____	_____	by the department
<u>Holiday Hours Worked</u>	_____	_____	<u>HOLWK</u>
<u>Call Out Hours *</u>	_____	_____	<u>HRLY1, HRLY2 or OT1.5</u>
<u>Sick Hours</u>	_____	_____	<u>SICK</u>
<u>Vacation Hours</u>	_____	_____	<u>VAC</u>

Employee Signature: _____ Date _____
 Authorized Signature: _____ Date _____

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Additional Information

Non-exempt PFT employees are expected to have a minimum of 40 paid hours during each administrative work week. Those hours can be any combination of paid hours. Paid hours include hours worked, holiday hours, sick time, call-out hours, vacation time, and comp time used. Hours worked over 40 must be compensated as either overtime or comp time earned.

Comp Time Hours

Non-exempt employees may be granted compensatory time in lieu of cash payment on the basis of one and one-half (1.5) hours off for each hour worked in excess of forty (40) in an administrative work week. Compensatory time may be granted and shall be documented in an agreement between the manager/supervisor and the employee before the performance of the work. Compensatory time shall be documented on the City's Non-Exempt PFT Employee time reporting form for each administrative work week. The maximum accrual of comp hours is 60. Comp hours in excess of 60 must be paid out at the current over time rate. Detailed instructions on tracking non-exempt compensatory time are contained in the City's Personnel Policy Manual, Chapter 5, Personnel Administrative Instruction 6.

City Sponsored Educational and Wellness Events

Non-exempt employees may be excused from their regular duties to attend City sponsored educational and health/wellness events, such as blood drives, 'Lunch and Learn' and Parks and Recreation wellness and fitness events. Time spent attending these events will be included in time worked.

Holiday Hours Worked - Holiday Pay

Holiday pay applies only to the portion of the shift that falls within the period from 12:01 AM through midnight on the City Holiday. Hours worked outside the assigned shift shall be compensated as straight time or overtime in accordance with City Policy.

* Call-Out

Non-exempt employees may be subject to call-out that does not unduly restrict freedom to conduct personal business. Employees on call-out may be required to carry a pager, notify a manager/supervisor as to contact arrangements, or be included on a list of employees who may be called in to work on a rotational basis. Employees actually called to work under these circumstances shall be guaranteed at least two (2) hours pay for that work period.

Travel time to and from work is not compensable time. The call-out requirement shall be included in the position description or in a memorandum from the department's manager/supervisor

<u>Week</u>		<u>Hours</u>	<u>Week</u>		<u>Hours</u>
<u>One:</u>	<u>Date</u>	<u>Earned</u>	<u>Two</u>	<u>Date</u>	<u>Earned</u>
Sat	_____	_____	Sat	_____	_____
Sun	_____	_____	Sun	_____	_____
Mon	_____	_____	Mon	_____	_____
Tues	_____	_____	Tues	_____	_____
Wed	_____	_____	Wed	_____	_____
Thurs	_____	_____	Thurs	_____	_____
Fri	_____	_____	Fri	_____	_____
Total		_____	Total		_____

Total Call-Out Hours are added to straight time hours or overtime hours as appropriate in the summary area.

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CITY OF HAMPTON STANDARD LEAVE APPLICATION

Employee Name:	Employee Number:	Date of Request:
Department:	Division:	
<input type="checkbox"/> Annual	<input type="checkbox"/> Total Hours	<input type="text"/> Date/Time
<input type="checkbox"/> Sick	<input type="checkbox"/> Total Hours	<input type="text"/> Date/Time
	<input type="checkbox"/> Total Hours Advanced	
<input type="checkbox"/> LWOP (Leave Without Pay)	<input type="checkbox"/> Total Hours	<input type="text"/> Date/Time
<input type="checkbox"/> Family Medical Leave (FML)	<input type="checkbox"/> Total Sick Hours	<input type="text"/> Date/Time
	<input type="checkbox"/> Total Annual Hours	<input type="text"/> Date/Time
	<input type="checkbox"/> Total LWOP Hours	<input type="text"/> Date/Time
<input type="checkbox"/> Compensatory Time	<input type="checkbox"/> Total Hours	<input type="text"/> Date/Time
<input type="checkbox"/> Leave Donation	<input type="checkbox"/> Total Sick Hours	<input type="checkbox"/> Total Annual Hours
<input type="text"/> Recipient		<input type="text"/> Recipient's Dept
<input type="checkbox"/> Military	<input type="checkbox"/> Birthday	<input type="checkbox"/> Total Hours
<input type="checkbox"/> Education	<input type="checkbox"/> Administrative	
<input type="checkbox"/> Other <input type="text"/>		
Remarks:		
<input type="text"/> Employee Signature		<input type="text"/> Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Include Reason Below)		
<input type="text"/> Manager/Supervisor Signature		<input type="text"/> Date
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