

PAYROLL TIME & ATTENDANCE POLICY AND PROCEDURE SEASONAL/INTERNS HOURLY EMPLOYEE(S)

I. PURPOSE

To establish a consistent procedure for the collections, verifications, and approvals of actual time worked by Triangle Transit's Employee(s), and the disbursements of these payments.

II. DEFINITION

Hourly / Non-Exempt Salary Employee(s) – Employee of Triangle Transit whose duties involves or relate to the acquisition of equipment, goods, material, professional services or real property that is paid an hourly rate.

Salary Employee(s) – Employee of Triangle Transit whose duties involves or relate to the acquisition of equipment, goods, material, professional services or real property that is paid a set salary, and is not eligible for overtime.

III. INFORMATION

- A. Finance/Payroll is responsible for the accurate and prompt application of all aspects of this procedure.
- B. Department Managers/Supervisors are responsible for approving the time/payroll entries of all their employees and for ensuring that all overtime and holiday pay is appropriate. Their approved submittal via the Time and Attendance Software affirms the accuracy of the time/payroll entries
- C. Each employee, or Supervisor, is responsible for accurately reporting his/her time via the Time and Attendance Software/Clock entry. The submittal for approval that appears on the system attests on behalf of the payee that the time reported is accurate. This is true whether the entry is submitted by the payee or by another person submitting as the payee's representative in the case of unavoidable absences.
- D. TTA pays all of its employees on a biweekly basis (26 periods per year). Pay dates are on the Friday following the pay period ending date (every other Saturday).
- E. Time/payroll entries are required from the beginning to the end of each payroll period. Each Triangle Transit employee is responsible to initiate and authorize their payroll process. At the end of each payroll period, all employees must complete and

submit their own time/payroll entries; both hourly and salaried employees must obtain their department manager's or supervisor's approval on all hours worked. If the employee is on travel or vacation, the department managers or supervisor's submittal and approval are acceptable. In this case, the department manager's or supervisor's submitted entries and approval (or equivalent authorized approver) certifies that the employee hours reported are accurate or will be corrected by the employee upon his/her return. Employees submit the time entries with the proper approval via NETtime to Payroll.

- F. Time sheet(s) that are not completed and/or approved will result in delayed payment. The employee payroll will be processed on **the next payroll period**.
- G. **Emergency Payroll** is available on a **case by case basis**. Emergency pay if approved by Payroll will be available within 2 business days from receipt of the request.
- H. To ensure timely processing of payroll, employee time entry should be completed daily. In the event of a planned absence, employees have the ability to enter all future times.
- I. The payroll cut-off for employee entry is 9 AM on Monday(s) following the end of the pay cycle. If Monday(s) falls on a holiday, the cut-off will be the Tuesday at 9 AM following the holiday.
- J. The payroll cut-off for Department Manager approval entry is 12 noon on Monday(s) following the end of the pay cycle. If Monday(s) falls on a holiday, the cut-off will be the Tuesday at 12 noon following the holiday.
- K. **Payroll stubs will be distributed and placed in the appropriate employee or department mail box on Friday(s), except for holidays, on or before 10 AM.**
- L. Supervisors and Managers are responsible for correcting their employee's time entry. The Supervisor and Manager correction must be submitted via NETtime before the close of the pay period.
- M. **NETtime will automatically calculate Overtime.**

Overtime is time physically worked over 40 hours in a week. The key word is "physically worked". Sick leave, vacation, or holiday hours do not count as time worked.

Example #1: OT Worked

- a. Employee worked regular Monday through Friday schedule (40 hours)
- b. Physically worked another 6 hours on Saturday. Overtime worked: 6 hours
- c. Actual time worked: 46 hours (40+6=46).

IV. PROCEDURES

N. Time clock entry for hourly employees.

- Employees should clock-in at the beginning of their work shift.
- Employees should clock-out at the end of their work shift.
- Employees must clock-out for lunch. If they have lunch.
- Employee must clock-in from lunch. If they have lunch.

1. Clocking-In Using ID Badge or Swipe and Go.



Step 1: Employee

Hold Proximity card in front of clock to punch in. Your name should appear on the screen. **If punch is rejected or your name did not show on screen see supervisor/dispatcher.**

2. Clocking-Out using ID badge or Swipe and Go.



Step 2: Employee

Hold Proximity card in front of clock to punch out. Your name should appear on the screen. **If punch is rejected or your name did not show on screen see supervisor/dispatcher.**

2. Clocking-In Using ID Number



Step 1: Employee
Press **"ID or Badge"** See payroll for badge number.

Step 2: Employee
Then Press **"ENTER"** and check screen for accepted punch. Your name should appear on screen. **If punch is rejected see supervisor/dispatcher.**

3. Clocking-Out using ID number



Step 1: Employee
Press **"ID or Badge"** See payroll for badge number.

Step 2: Employee
Then Press **"ENTER"** and check screen for accepted punch. Your name should appear on screen. **If punch is rejected see supervisor/dispatcher.**