# ARIZONA DEPARTMENT OF TRANSPORTATION
# POLICIES AND PROCEDURES

## FIN-10.05 PAY AND TIMEKEEPING



**5.01 PURPOSE**

To provide Arizona Department of Transportation (ADOT) employees with instructions for preparing the Bi-Weekly Time Sheet .

**5.02 GENERAL**

A. The Bi-Weekly Time Sheet (BTS) provides the basis for employee pay and must be completed by every ADOT employee prior to the end of the payroll period. The employee and manager (or supervisor) are responsible for submitting a complete and accurate BTS. Since the BTS is the official record of an employee's work time, including leave, overtime, and compensatory time, it must be signed by the employee and manager (or supervisor), or designated alternate. Employees shall not sign and approve their own BTS (as the supervisor). In accordance with §41-770 of the Arizona Revised Statutes, falsification of the BTS, or any associated document, may be grounds for disciplinary action which may include sanctions such as written reprimand, suspension, or termination.

B. The BTS is forwarded to Employee Services, General Accounting Section, after the timekeepers are no longer able to access the Human Resource Information Solution (HRIS) system for that pay period.

**5.03 DEFINITIONS**

| | |
|---|---|
| Actual Time Worked | Every hour, quarter of an hour, or tenth of an hour in actual work status which includes overtime and compensatory time earned. |
| BTS Amendment | See ADOT Policies and Procedures FIN-10.05D *BTS Amendment*. |
| Batch Control Total and Reconciliation | See ADOT Policies and Procedures FIN-10.05A *Batch Control Total and Reconciliation.* |
| Critical Response | Emergency overtime is only available for use by personnel who routinely respond to declared emergencies. It is designated on the BTS using Pay Code 900 and compensates the employee at time and one-half, even if they have worked fewer than 40 hours during that week. Pay Code 900 may only be used for a declared emergency.<br><br>Only the Director, State Engineer, Deputy State Engineer, MVD Director, Assistant/Deputy Assistant Director for MVD Enforcement, District Engineer or Maintenance Superintendent may declare a Pay Code 900 eligible emergency. Should circumstances warrant, such a declaration may be made subsequent to the occurrence of the event. |

| | |
|---|---|
| Employee | A person holding a position in state service as defined in §41-762 of the Arizona Revised Statutes. Employees are classified either hourly or salaried. |
| Labor Distribution | The recording of hours worked through the use of project, activity, and/or charge Dept (Org) code(s). |
| Overtime | Any number of hours physically worked over 40 within the designated work week. The employee must receive approval, in advance, from the manager or supervisor before overtime can be worked. |
| Overtime Compensation | Overtime compensation is paid:<br><br>To Non-Exempt Employees:<br>1. Cash payment at the rate of one and one-half times the employee's regular rate.<br>2. Compensatory time earned at the rate of one and one-half times the regular rate.<br><br>To Exempt Employees:<br>1. Compensatory time earned at the regular rate (straight hour per hour).<br>2. Cash paid at the regular rate (in accordance with Personnel Rule R2-5-305 D.2a-c).<br><br>Note: Overtime is not to be recorded on a day during which leave is taken. See ADOT Policies and Procedures PER-8.05 *Overtime Policy (FLSA)* for additional information. |
| Pay Period | The standard pay period consists of two 40-hour work weeks, typically beginning at 12 A.M. on Saturday and ending at 11:59 P.M. on Friday. There are usually 26 pay periods in a calendar year. |
| Reason for Overtime | The reason for overtime worked (whether cash or compensatory) must be included on the BTS. |
| Regular Hours | Every hour, quarter of an hour, or tenth of an hour in actual work status, excluding overtime and compensatory time. |
| Scheduled Holiday | The State of Arizona schedules 10 paid holidays per year. A paid holiday cannot exceed 8 hours. |
| Snowplow Stipend | For ITD employees, please see ITD Policy PER 05-1 Snowplow Stipend Policy. |
| Supervisory Approval | Authorization for any leave taken and actual work time, including overtime reported on the BTS. An employee shall not approve his/her own time worked. |

| | |
|---|---|
| Work Week | For full time employees, a 40-hour work period occurring between 12:00 a.m. on Saturday and 11:59 p.m. on Friday. If an employee chooses the 9/80 work schedule, the employee receives one day off during a 2 week pay period. |

**5.04 BTS PROCESSING PROCEDURE**

The Bi-Weekly Time Sheet (BTS) processing cycle begins when the BTS is printed and distributed to supervisors and/or employees (See Exhibit 1 for BTS form preparation instructions).

| Responsibility | Action |
|---|---|
| Timekeeper | 1. On the first Wednesday of the pay period, the Timekeeper will access the ADOTNet to print timesheets for the Departments (Orgs) for which they are responsible. BTS forms can be found on the ADOTNet under: Forms and Documents/ Accounting and Financial/ Online BTS System/ *(select an ADOT Dept (Org))*/ BTS. Then proceeds to step 3. |
| Employee | 2. Employees can access and print their own BTS. BTS form can be found on the ADOTNet under: Forms and Documents/ Accounting and Financial/ BTS. Then proceeds to Step 4.<br><br>Or there is a BTS icon on the ADOTNet for those who have access to a computer. The BTS will auto fill with the name of the employee signing into the computer. The employee then fills in the hours worked for each day for that pay period. Then proceeds to Step 4. |
| Manager/Supervisor/Timekeeper | 3. Receives BTS forms and distributes to employee(s). |
| Employee | 4. Reviews the BTS to ensure the following printed information is correct:<br>a. Department (Org),<br>b. Pay period begin date,<br>c. Pay period end date,<br>b. Employee name,<br>c. Employee identification number (EIN),<br>d. Work schedule, State FLSA code, and Overtime (OT) code, and<br>e. Leave balances.<br><br>See Exhibit 1 for additional information.<br><br>If printed information is **CORRECT**, proceeds to step 5.<br><br>If printed information is **NOT CORRECT**, immediately refers BTS to Manager/Supervisor who notifies ADOT Human Resources Office for corrective action. |

| Responsibility | Action |
|---|---|
| | 5. Completes and forwards the BTS to the Manager/ Supervisor.<br><br>Note: Every employee is responsible to sign their own completed BTS. If the employee is unable to do so, the Manager/Supervisor may sign the BTS (as authorizer), with the statement (on the employee signature line), "Unavailable for Signature." |
| Manager/Supervisor | 6. Reviews the BTS, to determine accuracy and completeness, and evaluates according to the criteria described in the BTS preparation instructions provided in this procedure (see Exhibit 1).<br><br>If **CORRECT**, proceeds to step 7.<br><br>If **NOT CORRECT**, returns the BTS to the employee for corrective action.<br><br>7. Signs the BTS in the area designated for supervisor approval (see Exhibit 1).<br><br>8. Forwards the BTSs to designated Timekeeper. Note: The Timekeeper is usually an employee of the Dept (Org) who enters the BTS data into HRIS screen XR32.1. |
| Timekeeper | 9. Reviews the BTSs for completeness, mathematical accuracy and signatures. If correct, continues with the process. If incomplete, returns BTSs to the Manager/Supervisor for corrective action.<br><br>10. Completes a Batch Control Total and Reconciliation form for each group of BTSs. See ADOT Policies and Procedures Fin-10.05A, *Batch Control Total and Reconciliation.*<br><br>11. Inputs BTS information into HRIS screen XR32.1.<br><br>12. Makes copies of BTS forms after all changes have been made. Additional copies of the BTS may be required for:<br><br>a. District/Group files.<br><br>b. Employee file (when employee does not sign their own BTS).<br><br>c. Safety and Health Section (when employee has recorded industrial leave hours on the BTS). |

| Responsibility | Action |
|---|---|
| Timekeeper (con't) | 13. Mails original BTS forms with the Batch Control Total and Reconciliation form to Employee Services after any changes have been made. Timekeepers can make changes up to 6:00 P.M. on Monday of the compute week. If Monday is a holiday, entries can be still be made until 6:00 P.M. Timekeepers must complete time entry by 6:00 P.M. on Monday of the compute week.<br><br>NOTE: If the Timekeeper is a Supervisor, the Timekeeper cannot approve their BTS as the Supervisor. If the Timekeeper enters their own time into the system, he/she must have the Batch Control Total and Reconciliation document verified and signed by a supervisor or manager. The supervisor or manager will state: "I have reviewed the Batch Control Total and Reconciliation document for the Timekeeper's time and verified the entry with the BTS.<br><br>NOTE: Employees shall not approve their own BTS (as Supervisor. |

ADOT

ARIZONA DEPARTMENT OF TRANSPORTATION

BI-WEEKLY TIME SHEET

PROCESS LEVEL: 1

DEPARTMENT: 2

SEQ: 3

Accounting Unit: 4

Pay Period: 5 Begin Date: 5 End Date: 5

EMPLOYEE NAME 6 EIN 7 WORK SCHEDULE 8 STATE FLSA 9 OT CODE 10 JOB CODE 11

| | PAY CODE | Week 1 S | S | M | T | W | T | F | TOTAL TIME REG | OT | COMP | Week 2 S | S | M | T | W | T | F | TOTAL TIME REG | OT | COMP | SH | AC | GL CO | CHARGE DEPT | PROJECT | ACTIVITY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 12 | | | | 13 | | | | 0.00 | | | | | | 14 | | | | 0.00 | | | 15 | 16 | 17 | DT0 18 | DT 19 | T 20 |
| 2 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 3 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 4 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 5 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 6 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 7 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 8 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 9 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 10 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 11 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 12 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 13 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 14 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 15 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| 16 | | | | | | | | | 0.00 | | | | | | | | | | 0.00 | | | | | | DT0 | DT | T |
| | | | | | | | | TOTAL | 0.00 | 0.00 | 0.00 | | | | | | | TOTAL | 0.00 | 0.00 | 0.00 | | | | | | |

REASON FOR OVERTIME: 23

EMPLOYEE SIGNATURE 21 SUPERVISOR APPROVAL 22

ANNUAL LEAVE 24 OLD ANNUAL LEAVE 25 HOLIDAY ANN LEAVE 26 SICK LEAVE 27 FAMILY SICK LEAVE 28 COMPTIME 29 MILITARY LEAVE 30 DONATED LEAVE 31

PAY CODE

| | | | | | |
|---|---|---|---|---|---|
| 100 - REGULAR PAY | 106 - BOARD/COMM SALARY | 110 - TELECOMMUTING | 308 - DONATED LV TAKEN | 321 - HOLIDAY LEAVE EARNED | 360 - CIVIC DUTY TAKEN | 630 - INDUSTRIAL LWOP |
| 101 - OVERTIME | 107 - TEMP EMP SALARY | 112 - GOV'S MENTORING PRGM | 310 - SICK LEAVE TAKEN | 322 - HOLIDAY LEAVE TAKEN | 370 - RECOGNITION LEAVE | 640 - LWOP |
| 102 - EXCLUDED EE EXTRA HRS | 107A - TEMP SALARY W/O RETIRE | 300 - ANNUAL LEAVE TAKEN | 311 - FAMILY SICK LV TAKEN | 330 - COMP LEAVE TAKEN | 375 - ADMIN LEAVE - PAID | 641 - LWOP - UNAUTHORIZED |
| 105 - PARTIAL DAY ABSENCE | 108 - PAY PER PERFORMANCE | 303 - OLD ANNUAL LEAVE TAKEN | 320 - SCHEDULED HOLIDAY | 340 - BEREAVEMENT LEAVE | 380 - MILITARY LEAVE | 800 - COMP TIME EARNED |

**Exhibit 1 – Sample BTS Page 1 of 4**

## BI-WEEKLY TIME SHEET PREPARATION INSTRUCTIONS

The numbers in parentheses in the following instructions refer to the corresponding numbers on the BTS.

(1) **PROCESS LEVEL**: The five character alpha-numeric code identifying the employee's process level (DT/ Group).

(2) **DEPARTMENT**: The five-digit code identifying the employee's Dept (Org) number.

(3) **SEQUENCE**: The number that identifies placement of the BTS for that Dept (Org), which follows the Dept (Org) number.

(4) **ACCOUNTING UNIT**: The twelve–character alpha numeric code that identifies the accounting strip (comprised of agency code (DT), dept (org) with leading zero (0) and funding code),for the expenditure related to that employee.

(5) **PAY PERIOD**: The number of the current pay period and the calendar year followed by the begin and end dates of that pay period.

(6) **EMPLOYEE NAME**: The employee's name.

(7) **EIN**: The employee identification number. (May be as few as 5, as many as 9 digits.)

(8) **WORK SCHEDULE**: The employee's work schedule in HRIS.

(9) **STATE FLSA**: Identifies the employee's FLSA status (Fair Labor Standards Act) code that indicates whether the employee is non exempt, exempt, or excluded.

(10) **OT CODE**: Identifies whether the employee is receiving cash, comp, either or none for the overtime hours worked.

(11) **JOB CODE**: The class code identifying whether the employee is in covered or uncovered status.

(12) **PAY CODE**: Employee must enter a three-digit pay code to identify the type of hours worked.

(13) **WEEK 1**: Employee must enter hours worked or leave taken on each day for first week of the pay period using pay codes. Total time should include the total of the hours for each pay code separated into regular time, overtime, and compensatory time for that week.

(14) **WEEK 2**: Employee must enter hours worked or leave taken on each day for second week of the pay period using pay codes. Total time should include the total of the hours for each pay code separated into regular time, overtime, and compensatory time for that week.

(15) **SH**: Employee must enter the shift differential code if hours worked are second or third shift and are different than the employee default shift.

(16) **AC**: Employee must enter an attendance code when using family medical leave, family sick leave, bereavement leave, or industrial leave without pay.

(17) **GL CO**: Timekeeper must enter the four digit GL Company that is paying for the employee's hours if the charge Dept (Org) is different than the employee's home Dept (Org). Refer to the HRIS Resource / Crosswalk located on the ADOTNET.

(18) **CHARGE DEPT**: Employee must enter the Dept (Org) number funding work hours if different than the home Dept (Org). Timekeeper will determine and input the charge Dept (Org) number by referring to HRIS Resource / Crosswalk located on the ADOTNET.

(19) **PROJECT**: Employee must enter the project number being charged (for labor) when applicable.

(20) **ACTIVITY**: Employee must enter the activity code used to track the employee's time when applicable. An activity code must be entered if a project number was charged. Timekeeper must use "**DT0**" for the project when a project number is not being charged.

**Exhibit 1 – Preparation Instructions Page 2 of 4**

(21) **EMPLOYEE SIGNATURE**: Every employee is responsible to sign their own completed BTS. If the employee is unable to do so, the Manager/Supervisor may sign the BTS (as authorizer), with the statement (on the employee signature line), "Unavailable for Signature".

(22) **SUPERVISOR SIGNATURE**: Every employee's BTS must be signed by the Manager or Supervisor.

(23) **REASON FOR OVERTIME**: Every employee who has listed overtime or compensatory time on their BTS should include the reason for such.

(24) **ANNUAL LEAVE**: The amount of annual leave available as of the end of the prior pay period.

(25) **OLD ANNUAL LEAVE**: The amount of old annual leave available as of the end of the prior pay period.

(26) **HOLIDAY ANNUAL LEAVE**: The amount of holiday annual leave available as of the end of the prior pay period.

(27) **SICK LEAVE**: The amount of sick leave available to use as of the prior pay period.

(28) **FAMILY SICK LEAVE**: The amount of family sick leave available as of the end of the prior pay period. The amount of family sick leave per calendar year is 40 hours. The amount of family sick leave available (up to a maximum of 40 hours per calendar year) cannot exceed the total balance of the employee's available sick leave balance.

(29) **COMPTIME**: The amount of comp time available as of the end of the prior pay period.

(30) **MILITARY LEAVE**: The amount of military leave available as of the end of the prior pay period.

(31) **DONATED LEAVE**: The amount of donated leave available at the end of the prior pay period. Prior to processing, the employee or timekeeper should check to see if additional leave has been added to the balance either by checking the HRIS system or by calling Employee Services.

**Exhibit 1 – Continued Preparation Instructions Page 3 or 4**

## PREPARATION OF BTS FORM FOR LATE NEW HIRES

When a BTS is not generated for an employee, a blank form may be printed and prepared. Blank forms can be printed from the ADOTNET for the appropriate Dept (Org) under: Forms and Documents/ Accounting and Financial/ Online BTS System/ *(select an ADOT Dept (Org))*/ Blank BTS.

In addition to the fields required to complete a BTS, the following information is required.

(1) **EMPLOYEE'S NAME**: The name of the late new hire.

(2) **EIN**: The employee's identification number.

(3) **PAY PERIOD**: The pay period.

**PROCESSING OF THE BTS:** The BTS is forwarded to the designated ADOT Timekeeper. If all of the information is not received in time for the Timekeeper to key into HRIS, the BTS must be faxed to Employee Services so that the employee's time can be entered into the system before the cutoff deadline. Cutoff is 12 noon on Tuesday of the compute week.

**Exhibit 1 – Continued Preparation Instructions (Late New Hires) Page 4 or 4**