	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.03.15
		SUPERSEDES (Policy No. & Date): ADM.03.15 of October 03, 2011	
	SUBJECT: EMPLOYEE TIME AND ATTENDANCE		Page 1 of 13

1.0 PURPOSE

To establish a process for the accurate accounting and complete reporting of an employee's time and attendance which includes but is not limited to work hours, leaves of absence, days off; and accrued leave balances, to facilitate timely payment of fringe benefit entitlements; to minimize salary overpayments; and to facilitate the proper application of collective bargaining agreement provisions

2.0 SCOPE

This policy applies to all employees of the Department of Corrections and Rehabilitation.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Collective bargaining agreements for Bargaining Units 1, 2, 3, 4, 9, 10, and 13.
- b. Department of Human Resources Development; Hawaii Administrative Rules, Title 14, Subtitle 1, State of Hawaii Personnel Rules, Chapter 14-7: Hours of Work, Overtime, and Premium Pay.
- c. State Executive Orders for exempt and excluded employees.
- d. Federal Fair Labor Standards Act (FLSA) §553.21.

.2 Definitions

- a. Leave of Absence: Any type of leave including but not limited to vacation, sick, military, family leave, and compensatory time off; and leave with or without pay.
- b. Non-Uniformed Employees: All employees of the Department of Corrections and Rehabilitation (DCR) who wear civilian clothing while on

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duty; e.g., program administrators, clerical employees, program staff, and investigators, et al.

- c. Uniformed Employees: All employees of the Department of Corrections and Rehabilitation whose position requires the wearing of uniforms (e.g., adult corrections officers) or other specialized clothing (e.g., health care, food service, and maintenance staff) whether or not daily work assignments require the wearing of a uniform.
- d. Watch: A uniformed employee's shift assignment coinciding with one of three separate time periods in a 24-hour timeframe; i.e., First Watch, Second Watch, and Third Watch.
- e. Post: Workstation, work position, or job assignment.
- f. Premium Pay: Additional wages other than the employee's base pay; e.g., working condition differential, night differential, and overtime etc.
- g. Time and Attendance Unit: A group of employees who account for all time and attendance information.
- h. Time In: Actual starting time.
- i. Time Out: Actual ending time.
- j. Work Schedule: The assigned work hours of an employee.
- k. State Facilities: All State government offices, conference rooms, work areas, grounds of a correctional facility, etc.
- l. Signature: The signing of an employee's first and last name; initials are not acceptable.
- m. Acronyms:

CT - Earned compensatory time.

ET - Employee Transactions Unit, Personnel Management Office.

FL - State Family Leave Law (SFLL).

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FMLA - Federal Family Medical Leave Act (FMLA).
LOA - Leave of absence.
LWP - Leave with pay.
ND - Night differential.
PER - Personnel Management Office.
PSD - Department of Public Safety.
TA - Temporary assignment to a position and/or post.
TAU - Time and Attendance Unit.
WC - Working condition premium.

n. Abbreviations

A - Administrative time off.
B - Collective bargaining.
C - Court.
D-55 - Individual Time Sheet/State Accounting Form D-55.
D-56 - Organizational Time Sheet/State Accounting Form D-56.
F - Funeral leave.
G-1 - Application for Leave of Absence/State Form G-1.
H - Holiday.
I-Accidental injury.
L - Leave without pay.
M - Military leave.
OT - Overtime.
S - Sick leave.
T - Compensatory time off.
V - Vacation leave.
W - Workers' compensation.
X - Standby

4.0 POLICY

Supervisors and administrators (e.g., warden, watch commander, corrections supervisor, branch administrator) shall be responsible for the accounting of each employee on the organizational chart for each workday. All employees shall be assigned to a regular daily work period and work week, based on the needs of the department, division, and work site. Civil Service regulations and the pertinent collective bargaining agreements shall govern employee work schedules.

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The designated supervisor shall verify and forward daily time and attendance forms (Sign-In Report/PSD Form 3010, Overtime Sign-In Report/PSD Form 3010A, and Sign- In Report - Non-Uniformed Employee/PSD Form 301 OB) to the designated administrator on a daily basis. Any employee who fails to sign in/out may not be compensated for that day.

5.0 PROCEDURES

.1 Procedures for Uniformed Staff

- a. The employer shall preprint the Sign-In Report/PSD Form 3010 (see Attachment A) with each employee's name and work schedule.
- b. Each employee shall sign in on the Sign-In Report/PSD Form 3010 at the actual starting time preprinted next to the employee's name.
- c. Each employee shall sign out on the Sign-In Report/PSD Form 3010 at the actual ending time preprinted next to the employee's name.
- d. The employee shall submit an Application for Leave of Absence/State Form G-1 through the chain of command as mandated by Departmental policy and collective bargaining agreements for the type of leave taken. The watch commander/supervisor of each employee shall identify the type of leave taken by the employee in the "Leave Taken" column of PSD Form 3010.
- e. Each uniformed employee who works overtime shall obtain prior approval from the watch commander/supervisor, chief of security/administrator, and/or division administrator.
- f. Each uniformed employee who works overtime shall sign in on the Overtime Sign-In Report/PSD Form 3010A (see Attachment B), at the actual starting time of the individual's overtime shift. If the employee's name is not preprinted on the Overtime Sign-In Report/PSD Form 3010A, the employee shall print and sign his or her name on the form.

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- g. Each uniformed employee who works overtime shall sign out on the Overtime Sign-In Report/PSD Form 3010A, at the actual ending time of the individual's overtime shift.
- h. An employee who works overtime shall select either overtime pay or compensatory time off, and indicate any other premium pay entitlements on PSD Form 3010A.
- i. Each uniformed employee who works on a holiday shall sign in on the Sign-In Report/PSD Form 3010, at the actual starting time next to the preprinted name. If the employee's name is not preprinted on the Sign-In Report/PSD Form 3010, the employee shall print and sign his or her name on the form.
- j. Each uniformed employee who works on a holiday shall sign out on the Sign-In Report/PSD Form 3010, at the actual ending time of his or her work schedule.
- k. Each uniformed employee who works overtime on a holiday shall sign in on the Overtime Sign-In Report/PSD Form 3010A at the actual starting time of the work shift, and indicate holiday hours in the "Comments" column.
- l. Each uniformed employee who works overtime on a holiday shall sign out on the Overtime Sign-In Report/PSD Form 3010A at the actual ending time of the work shift.
- m. The employee who works on a holiday shall select either overtime pay or compensatory time off, and indicate any other premium pay entitlements.
- n. The employee who works for more than six consecutive days shall sign in on the Overtime Sign-In Report/PSD Form 3010A, and indicate the number of consecutive days in the "Comments" column.
- o. The employee shall identify any entitlement to premium compensation; e.g., working condition differential, night differential, etc.
- p. The watch commander/supervisor shall note all temporary assignments in the "TA" column, identify the employee receiving TA pay, and cite the

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employee in whose absence the temporary assignment is being made. The watch commander/supervisor shall provide supplemental information in the "Comments" column.

- q. The watch commander/supervisor shall print her or his name, sign, and date the Sign-In Report/PSD Form 3010 and Overtime Sign-In Report/PSD Form 3010A to certify that all the information on the respective form is accurate and complete.
- r. The chief of security/administrator shall sign and date the Sign-In Report/PSD Form 3010 and the Overtime Sign-In Report/PSD Form 3010A to certify that all the information on the respective form is accurate and complete.
- s. In the event of an error or discrepancy in the Sign-In Report/PSD Form 3010 or the Overtime Sign-In Report/PSD Form 3010A, the Time and Attendance Unit (TAU) shall forward such form(s) to the chief of security/administrator for corrective action. The chief of security/administrator shall correct the error or discrepancy within 24 hours of the discovery of the error or discrepancy.
- t. The watch commander/supervisor shall initial each corrected discrepancy or error, and submit the corrected and initialed form through the chain of command to the chief of security/administrator for final approval.
- u. The chief of security/administrator shall submit the Sign-In Report/PSD Form 3010 and the Overtime Sign-In Report/PSD Form 3010A to the TAU by 10:00 a.m. the following day. The daily Sign-In Report/ PSD Form 3010 and the Overtime Sign-In Report/PSD Form 3010A shall be submitted by personal delivery, fax, and/or the US Postal Service to the respective chief of security/administrator for review and signature.
- v. After the chief of security/administrator signs and dates the Sign-In Report/PSD Form 3010 and the Overtime Sign-In Report/PSD Form 3010A to certify that all information is accurate and complete, the chief of security/administrator shall submit the forms to the TAU for transmittal to the PSD Fiscal Office - Payroll Section for payment processing.

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.2 Procedures for Non-Uniformed Staff

- a. The employer shall preprint the Sign-In Report - Non-Uniformed Employee/PSD Form 3010B with each employee's name and work schedule.
- b. Each employee shall sign in at the start of the shift on the Sign-In Report - Non-Uniformed Employee/PSD Form 3010B (see Attachment C) at the actual starting time next to the employee's preprinted name.
- c. Each employee shall sign out at the end of the shift on the Sign-In Report - Non-Uniformed Employee/PSD Form 3010B at the actual ending time next to the employee's name.
- d. The employee shall submit an Application for Leave of Absence/State Form G-1 through the chain of command as mandated by Departmental policy and collective bargaining agreements for the type of leave taken. The supervisor of each employee shall identify the type of leave the employee is taking in the "Leave Taken" column.
- e. Each non-uniformed employee who works overtime shall obtain prior approval from the supervisor, administrator, and/or division administrator.
- f. Each non-uniformed employee who works overtime shall sign in on the Sign-In Report - Non-Uniformed Employee/PSD Form 3010B at the actual starting time of the individual's overtime schedule. If the employee's name is not preprinted on the Sign-In Report - Non-Uniformed Employee/PSD Form 301 OB, the employee shall print and sign her or his name on the form.
- g. Each non-uniformed employee who works overtime shall sign out on the Sign-In Report - Non-Uniformed Employee/PSD Form 301 OB at the actual ending time of the individual's overtime schedule.
- h. An employee who works overtime shall select either overtime pay or compensatory time off, and any other premium pay entitlements.

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- i. Each non-uniformed employee who works on a holiday shall sign in on the Sign- In Report - Non-Uniformed Employee/PSD Form 301 OB at the actual starting time next to the preprinted name. If the employee's name is not preprinted on the Sign-In Report - Non-Uniformed Employee/PSD Form 301 OB, the employee shall print and sign her or his name on the form.
- j. Each non-uniformed employee who works on a holiday shall sign out on the Sign-In Report - Non-Uniformed Employee/PSD Form 301 OB at the actual ending time of her or his work schedule.
- k. An employee who works on a holiday shall select either holiday pay or compensatory time off, and any other premium pay entitlements.
- l. The employee shall identify on the Sign-In Report - Non-Uniformed Employee/PSD Form 3010B any premium pay entitlements; e.g., working condition differential, night differential, etc.
- m. The supervisor shall note all temporary assignments in the "TA" column, identify the employee receiving TA pay, and cite the employee in whose absence the temporary assignment is being made. The supervisor shall provide supplemental information in the "Comments" column.
- n. The supervisor shall print her or his name, sign, and date the Sign-In Report - Non-Uniformed Employee/PSD Form 3010B to certify that all the information on the form is accurate and complete.
- o. The administrator shall sign and date the Sign-In Report - Non-Uniformed Employee/PSD Form 3010B to certify that all the information on the form is accurate and complete.
- p. In the event of an error or discrepancy on the Sign-In Report - Non-Uniformed Employee/PSD Form 3010B, the TAU shall forward such form to the administrator for corrective action. The administrator shall correct the error or discrepancy within 24 hours of the discovery of the error or discrepancy.

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- q. The supervisor shall initial each corrected discrepancy or error, and submit the form through the chain of command to the administrator for final approval.
- r. The administrator shall submit the Sign-In Report - Non-Uniformed Employee/PSD Form 301 OB to the TAU by 10:00 a.m. the following day. The TAU shall submit the daily Sign-In Report - Non-Uniformed Employee/PSD Form 301 OB by personal delivery, fax, and/or US Postal Service to the respective administrator for review and signature.
- s. After the administrator signs and dates the Sign-In Report - Non-Uniformed Employee/PSD Form 3010B to certify that all the information is accurate and complete, the administrator shall submit the form to the TAU for transmittal to the PSD Fiscal Office - Payroll Section for payment processing.

.3 Conversion of the Sign-In Report, Overtime Sign-In Report, and Sign-In Report Non-Uniformed Employee Forms

The Time and Attendance Unit shall convert all information from the Sign-In Report/PSD Form 3010, Overtime Sign-In Report/PSD Form 3010A, and the Sign-In Report - Non-Uniformed Employee/PSD 3010B to the appropriate time and attendance form; i.e., Individual Time Sheet/State Accounting Form D-55, Organizational Time Sheet/State Accounting Form D-56, Notification of Temporary Assignment/State HRD Form 10, and/or Leave Record/State DPS 7 Card.

- a. Individual Time Sheet/State Accounting Form D-55
 - 1. At a minimum, the TAU shall enter the following required information on the employee's Individual Time Sheet/State Accounting Form D-55:
 - a) Sub-Division
 - b) Payroll Number
 - c) Bargaining Unit Code
 - d) Position Number

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e) Employee Name (Last, First, Middle Initial)

2. The TAU shall identify which half of the month the SAF D-55 is being completed for and indicate the month by inserting numeric digits under the applicable half of the month.
3. The TAU shall note the starting time for the employee in the "Started" column either in military time (e.g., 1400) or 24-hour clock time (e.g., 2:00 p.m.). The end of the work time shall be noted either in military time or 24-hour clock time in the "Ended" column.
4. The TAU shall insert the number of hours (in quarters of an hour) worked in the appropriate column as ordinary overtime, holiday overtime, night differential, or working condition premium. Also cite the applicable collective bargaining agreement section in the "Remarks" column; e.g., BU 10 Section 26.02h: Six (6) Consecutive Days.
5. Complete the total for each column, and identify the combined total time and total compensatory time in the appropriate column.
6. The employee shall provide all the appropriate supporting documents to the Time and Attendance Unit; i.e., the Request & Authorization for Overtime Work/PSD Form 1210 or equivalent, and any other document pursuant to applicable rule, policy, Executive Order, or collective bargaining agreement.
7. The employee is not required to sign the SAF D-55 form since the daily Sign- In Report shall be used to verify the SAF D-55 information.
8. The TAU shall transfer information from the SAF D-55 form to the SAF D-56 form (see item 4.0.3.b below).
9. For each employee on Oahu, the TAU shall submit the completed Individual Time Sheet/SAF D-55 and the completed Organizational Time Sheet/SAF D- 56 to the PSD Fiscal Office - Payroll Section within five working days after the close of the payroll period; i.e., the 15th of each month and the last day of each month. Neighbor Island TAUs shall submit completed SAF D-55 and SAF D-56 forms to the

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PSD Fiscal Office - Payroll Section within three working days after the close of the payroll period.

- b. Organizational Time Sheet/State Accounting Form D-56:
 - 1. The TAU shall prepare the Organizational Time Sheet/SAF D-56 in accordance with the State of Hawaii Accounting Manual, Volume III: Payroll Expenditures, Section 704, which is provided as Attachment D

- c. Notification of Temporary Assignment/State HRD Form 10:
 - 1. The TAU shall provide the following information on the Notification of Temporary Assignment/State HRD Form 10 about the employee who is being temporarily assigned to another position:
 - a) Last four digits of the Social Security Number
 - b) Name (Last, First, Middle Initial)
 - c) Position Number
 - d) Position Title
 - e) Wage Board or Salary Range, and Step
 - f) Department
 - g) Payroll Number
 - h) Division
 - i) Date Form Completed

 - 2. The TAU shall provide the following information on the temporarily assigned employee in the body of the State HRD Form 10:
 - a) Part I. For Reporting of Personnel Action
 - i) Date(s) of the temporary assignment (TA)
 - ii) Reasons for the temporary assignment
 - iii) Name of the incumbent in the position to which the TA is being made
 - iv) Position number of the incumbent
 - v) Position title and Wage Board or Salary Range of the incumbent.

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- vi) Temporary assignment pay adjustment from: Assigned WB or SR, step, and pay rate of employee receiving the temporary assignment.
- vii) Temporary assignment pay adjustment to: WB or SR, step, and pay rate of the position to which the temporary assignment is being made.

b) Part II. For Computing Payment Due

- i) Rate of pay: Calculated as if employee received a promotion, pursuant to applicable rule, policy, Executive Order, or collective bargaining agreement.
- ii) Actual hours worked: Regular hours, or overtime hours (regular or converted).
- iii) Amount: Total TA pay for each TA period.
- iv) Total Amount Due: Grand total of TA pay for all TA periods.

3. The Employing Department Supervisor recommending the temporary assignment shall sign the form.

d. Leave Record/State DPS 7 Card:

1. The TAU shall provide the following information concerning the employee on the DPS 7 Card:


- a) Print employee name at the top left corner of card
- b) Do not insert Social Security Number
- c) Identify calendar year
- d) Post the daily number of hours worked on regular time or overtime to account for the employee's attendance
- e) Post the daily number of leave hours taken, and the reason for the leave taken

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- f) Post the total number of vacation leave hours, sick leave hours, and compensatory time hours carried over from the previous year in the "Balance Forward" row
 - g) Post the total number of hours used for vacation leave, sick leave, and compensatory time off at the end of each month.
 - h) Post the total number of hours credited for vacation leave, sick leave, and compensatory time at the end of each month.
 - i) Post the balance in hours for vacation leave, sick leave, and compensatory time at the end of each month.
2. At the end of each calendar year, the TAU shall provide each employee with the available balances for vacation leave, sick leave, and compensatory time.

APPROVAL RECOMMENDED:


 _____ JAN 0 1 2024
 Deputy Director for Administration Date

APPROVAL RECOMMENDED:


 _____ JAN 0 1 2024
 Deputy Director for Corrections Date

APPROVED:


 _____ JAN 0 1 2024
 DIRECTOR Date

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