

## RULE 10.13 – TIME AND ATTENDANCE

Adopted Date: 03/01/2013

Revised Date: 03/11/2024

### PURPOSE

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The purpose of this fiscal accountability rule is to establish time and attendance guidelines for City and County of Denver (city) employees while complying with federal and state laws that regulate employee pay.

Workday is the city's official timekeeping system of record. Workday is used to accurately and consistently apply time policies, ensure strong internal controls and management oversight, and promote confidentiality and integrity of employee pay records.

Employees utilize Workday to record hours worked, track exception hours, request time off, and view balances and accruals. Access to Workday is based on a Workday Security Role assigned by Technology Services. The Workday Security Role consists of a set of rights associated with access to different functions within Workday and determines what menu items or task lists employees have access to and what functions they can perform.

This fiscal accountability rule, and the associated [Time and Attendance Procedure](#), shall be read in conjunction with the following to ensure compliance and understanding:

- [Fair Labor Standards Act](#)
- [Fiscal Accountability Rule 1.2 – System of Record](#)
- [Career Service Rule 9 – Pay Administration](#)
- [Career Service Rule 10 – Paid Leave](#)
- [Career Service Rule 11 – Unpaid and Extended Leave](#)
- [Career Service Rule 16 – Code of Conduct and Discipline](#)

### DEFINITIONS

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**Employee** – For the purpose of this fiscal accountability rule, an employee is an individual who works for the city (Career Service, non-Career Service, appointees, and elected officials).

**Exception Hours** – Paid or unpaid time that is outside of regular work hours and/or salary. Exception hours include, but are not limited to: paid time off, sick and vacation, overtime, shift differential, snow removal, jury duty, family medical leave, leave without pay, workers' compensation, etc.

**Exempt** – An employee who is exempt from minimum wage, overtime pay, and certain recordkeeping requirements of the Fair Labor Standards Act.

**Fair Labor Standards Act (FLSA)** – A Federal law that was enacted in 1938. It protects workers by setting standards for minimum wages, overtime pay, recordkeeping, and youth labor.

**Time & Attendance Change Form** – A form used to request changes to an employee's Workday timecard and/or record.

**Workday** – The official system used to manage all facets of time and attendance and exception hours, ensuring that Career Service Rules, Collective Bargaining Agreements, Fair Labor Standards Act, and pay rules are consistently applied and are in compliance ([Fiscal Accountability Rule 1.2 – System of Record](#)).

**Non-Exempt** – An employee who is covered by the minimum wage and overtime provisions of FLSA. The employee may be paid on an hourly or salary basis.

**Pay Period** – A predefined period of time for which an employee is paid their wages each payroll. All city employees are paid on a bi-weekly basis.

**Time Policy** – A time policy pulls data from a variety of sources to calculate an employee's general pay information such as geofence, shift eligibility, overtime or comp time earned, lunch deduction and the length, equipment differential eligibility and work week.

## RULES

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1. Executive directors/agency heads shall create procedures that address how employees shall track time worked and/or exception hours in Workday. The procedure may be more restrictive, but not more generous than this fiscal accountability rule and the associated procedure, as long as the more restrictive procedure is consistently applied. The procedure shall be reviewed at least annually to ensure compliance with this fiscal accountability rule.
2. Every employee shall utilize Workday to track their time worked and/or exception hours as designated by their executive director/agency head, and shall ensure that all information recorded is complete and accurate.
3. Every employee, who has the access to do so, shall submit their timecard by the Saturday of the end of the pay period. By submitting in Workday, the employee is attesting that the information reported and submitted is complete and accurate.
4. Every employee shall request time off in advance of using the exception hours. Any use of exception hours not requested in advance, may be entered into Workday by the employee, or the employee's supervisor/manager within the current pay period.

5. All employees must affirm the following when submitting their timecard: I hereby declare that the *time and absence* information submitted is true and correct.

Any falsification or misrepresentation of time and attendance information may result in disciplinary action. In addition, any employee who misuses and/or who does not comply with this fiscal accountability rule and the associated procedure(s) may be subject to disciplinary action. Any suspected misuse will be investigated, and appropriate corrective action taken.

6. Every non-exempt employee shall clock in at the start of their work shift and clock out and depart at the end of their work shift. Additionally, every non-exempt employee shall obtain approval from their supervisor before clocking in or out more than seven (7) minutes before or after their scheduled start or end time.
7. All overtime shall be authorized in advance by the employee's supervisor/manager (refer to [Career Service Rule 9-92 – Criteria for Authorizing Overtime Work](#)).

## Supervisors/Managers

8. Every supervisor/manager shall review, reconcile (if necessary and available), and approve each employee's timecard in Workday by 10:00 a.m. on the Monday following the end of the pay period. If the Monday falls on a recognized city holiday, the approval may move to 10:00 a.m. on the Tuesday following the holiday. By approving the timecard, the supervisor/manager is attesting to the best of their knowledge that the timecard is complete and accurate.
9. A supervisor/manager may adjust a non-exempt employee's clock in and/or clock out time to correct, but they shall not edit with the intent to avoid overtime compensation.
10. The supervisor/manager is responsible for any inaccuracy or omission of which they are aware of at the time the timecard was approved.
11. The supervisor/manager is responsible for submitting a [Time & Attendance Change Form](#) to the Controller's Office, Payroll Division to correct and/or update an employee's timecard after the pay period ends.

## AUTHORITY AND ACCOUNTABILITY

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The **Controller's Office** is responsible for this fiscal accountability rule and any procedures, guides, job aids, forms, and one-page summaries associated with this rule.