



WASHINGTON MILITARY DEPARTMENT PROCEDURE

Finance Division Procedure 02-005B-06

TIMEKEEPING REQUIREMENTS

TIMEKEEPING REQUIREMENTS:

These procedures apply to employees performing activities directly benefiting multiple state and/or federal programs. On a regular basis, these employees must complete timesheets to support the distribution of expenditures to programs benefiting from the activity. Employees submit timesheets for each semi-monthly payroll period. Timesheets are available in electronic (Microsoft Excel) or hard copy versions that can be obtained from payroll staff.

GENERAL TIMESHEET REQUIREMENTS:

1. Employees/Supervisors must submit completed semi-monthly timesheets to payroll staff within the deadlines established by the Accounting Manager.
 - a. Each calendar year, the Accounting Manager will communicate timekeeping deadlines to all Military Department employees.
 - b. Semi-monthly timesheets may be submitted by electronic means (e-mail or fax) to payroll staff if other delivery methods will not allow for receipt within established deadlines.
2. Payroll staff reviews all timesheets for discrepancies and contacts employee/supervisors to obtain additional information or corrections as necessary. This review does not include validation of Master Index (MI) Codes for non-hourly employee timesheets.
 - a. Information or corrections to the semi-monthly timesheets may be requested by payroll staff of the employee/supervisor.
 - b. The use of verbal or electronic communication for information or corrections will be at the discretion of the payroll staff.
 - c. Payroll staff may specify deadlines required for the delivery of requested information on a case-by-case basis.
 - d. Employees/supervisors will promptly provide payroll staff with requested information or corrections.
 - e. Payroll staff shall retain timekeeping documents in accordance with the Department's records retention schedule.

SALARIED EMPLOYEE TIMESHEET REQUIREMENTS:

1. Salaried employees submit signed semi-monthly timesheets to supervisors for review and signature.
2. Signed time sheets are submitted to Payroll by the supervisor or per division established procedures.
3. Payroll staff enters salaried employee timesheets into the Time Management System (TMS). Hourly employee timesheets are not entered into TMS.
4. If the timesheet contains an invalid MI code, payroll staff will contact employee for correct MI code.
5. Payroll staff analyzes TMS data for accuracy and consistency with payroll data and contact employee/supervisor to obtain additional information or corrections as necessary.
 - a. Information or corrections to the semi-monthly timesheets may be requested of and provided by the employee/supervisor through the use of verbal or electronic communication at the discretion of the payroll staff.
 - b. Payroll staff may specify deadlines required for the delivery of requested information on a case-by-case basis.
6. Employees/supervisors will promptly provide payroll staff with requested information or corrections.

HOURLY EMPLOYEE TIMEKEEPING REQUIREMENTS:

1. Hourly employees provide signed timesheets to their supervisor. Supervisors must sign and submit semi-monthly timesheets for hourly employees to payroll staff.
2. In the event that the employee signature cannot be obtained, the supervisor will sign the timesheet and forward a copy to payroll for processing. The signature of the employee must be obtained as soon as the employee is available, but no later than the last day of the subsequent payroll period.

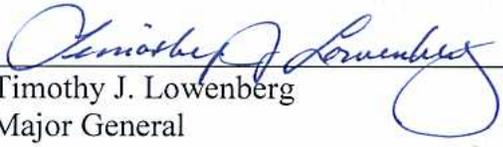
REPORTING:

Staff responsible for the management of Department programs can obtain access to view TMS reports by submitting a written request to the Accounting Manager.

LATE TIMESHEET CORRECTIONS:

Employees or supervisors requiring correction to timesheet data subsequent to the deadlines established by the Accounting Manager must submit a written request to the

Finance Division. The written request must include justification for the change and detail of specific changes required.



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The Adjutant General
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August 2, 2006
Date