

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: TIME RECORDS AND REPORTING

CATEGORY: HUMAN RESOURCES

Policy

Timesheets are a legal document and should always be recorded and submitted electronically through the time entry system, as provided by the State Controller's Office. Care must be taken by both the employee and the supervisor to ensure that hours and shift differential reported are accurate.

It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) to use a "positive time reporting" system, which requires employees to complete a timesheet for all time worked as well as any leave taken.

Employees are responsible for the accuracy of their timesheet. All work time reported must be true and correct. An employee who submits inaccurate time reporting may be subject to disciplinary action, up to and including termination.

Operating Procedures

I. Executive Employee Responsibilities

- A. Job classifications determined by the Idaho Division of Human Resources (DHR), for classified positions or the agency head for non-classified positions, to be "Executive" under applicable federal and state law are paid on a salary (vs. hourly) basis.
- B. Executive employees only report their time on an exception basis.
 - 1. All absences from work during the business week in excess of one-half day are reported and recorded using the appropriate leave category.
 - 2. Any hours worked over and above 40 hours for the work week are not reported and do not result in compensatory time.
 - 3. Executive employees receive eight hours of holiday pay on each state holiday. If the employee works more than one-half day on a holiday, no additional compensation is allowed, but the employee may, with supervisor approval, take an alternative half or full-day off as the holiday.
 - 4. Executive employees are not eligible for shift differential.

II. Employee Responsibilities (This section **does not apply to Executive employees)**

- A. Employees are expected to complete timesheets on a daily basis, accurately reflecting all hours actually worked, any leave taken, and the appropriate shift differential coding,

if applicable. Employees are required to review and save timesheets on their last working day of the pay period, prior to leaving the workplace.

1. Employees are required to report all hours worked. Supervisors are prohibited from impeding an employee to report actual hours worked. In the event an employee works hours that were not authorized in advance, the employee is compensated for the hours worked, but may be subject to corrective and/or disciplinary action, if policies and procedures for advance approval were not followed.
2. Per the State Controller's Office, Statewide Payroll Policy, the state's payroll week begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night. For purposes of time reporting, employees record hours in the time entry system on the day and date the hours are worked.

Example: If an employee works an overnight shift that starts at 10:00 p.m. on Monday and ends at 6:00 a.m. on Tuesday, the employee records two hours on Monday and six hours on Tuesday).

- B. Flextime, compressed, or telecommuting work schedules must comply with relevant IDJC policies and procedures. Flex or compressed schedules may be suspended during any week in which there is a holiday.
- C. All time worked must be reported. No employee is permitted to work "off the clock."

When coding time less than one hour, refer to the chart below:

Partial Hour Coding Requirements:	
Actual Time Worked	Enter on timesheet as:
1 – 6 minutes	.1
7 – 12 minutes	.2
13 – 18 minutes	.3
19 – 24 minutes	.4
25 – 30 minutes	.5
31 – 36 minutes	.6
37 – 42 minutes	.7
43 – 48 minutes	.8
49 – 54 minutes	.9
55 – 60 minutes	1.0

D. Comments

Employees are expected to enter comments to explain all periods of leave (including jury and military leave), unscheduled extended shifts (more than ten hours/day), leave without pay, administrative leave with pay, if called back into work, and any excessive hours of overtime (more than ten hours/week).

E. Use of accrued leave

1. Employees are expected to request all leave time in accordance with IDJC policy and to submit necessary paperwork, as required (e.g., doctor notes, jury summons, and military orders).

2. The use of accrued leave (e.g., compensatory time, on-call time, sick leave, vacation leave) is recorded only to the extent necessary to achieve full pay of 40 hours per week. Hours reported in excess of 40 for the week can only result from time actually worked and/or any on-call hours earned.

F. Sequence of leave

1. For time off work, leave is taken in the following order:

- a. On-call hours (OCT)
- b. Compensatory Leave (CPT)
- c. Vacation (VAC)

Exception: If an employee is within 20 hours of their vacation accrual balance maximum, the employee is allowed to use vacation hours prior to any on-call or compensatory balances.

2. For payroll purposes, when an employee does not have enough accrued leave hours to cover the coded leave hours taken, the time entry system may automatically default to other leave balances (not including sick leave) in the order below. When the employee is out of all relevant leave, the system may default to unpaid time. For any questions, contact the IDJC Human Resources (HR) contact.

VAC (if balance is 0, system will default to COMP, then unpaid time)
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COMP (if balance is 0, system will default to VAC, then unpaid time)
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3. When the employee or a qualifying family member is sick or injured, the timesheet is coded using sick leave or the appropriate Family Medical Leave (FML) code, as designated by HR.
4. For payroll purposes, when an employee does not have enough accrued sick leave hours to cover the coded leave hours taken, the time entry system automatically defaults to other leave balances in the order shown below.

SIC (if balance is 0, system will default to COMP, then VAC, then unpaid time)
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When the employee is out of all relevant leave, the system defaults to unpaid time. Employees may code on-call hours for sick leave; however, the system will not automatically pull from that balance. The employee must code OCT themselves. For any questions, contact the IDJC HR contact.

5. Sick leave cannot be used to supplement vacation hours.

G. Holiday Leave

1. Idaho Code identifies the eleven holidays to which state employees are entitled and provides that holidays falling on Saturday are designated to be observed on Friday and holidays falling on Sunday are designated to be observed on Monday.

All benefitted employees, no matter what their workweek, are entitled to eleven paid holidays. Paid time off for holidays is a benefit, and as such, must be allocated in a substantially similar manner to all employees in the same classification.

2. An employee must receive some paid leave, wages, or salary during the pay period in which the holiday occurs to receive the holiday benefit.
3. Due to the staffing needs of the IDJC (24/7 operations of the three juvenile correctional facilities), the IDJC provides holiday overtime compensation to all employees (benefit eligible or not and full time or not) who work on the actual holiday as well as those who work on the designated holiday. An employee who is required to work both days can only receive holiday pay for one of the days.
 - a. Hours worked on the holiday are reported on the time sheet the same day as the holiday.
 - i. If the employee works the holiday and is eligible for compensation at time-and-a-half, the employee, **additionally**, codes the holiday hours worked using HOA (for compensatory time) or HOW (for paid time) in accordance with the Compensatory Time Agreement on file.
 - ii. If the employee is classified as Administrative or Professional under the Fair Labor Standards Act (FLSA) and earns comp time at straight time, the employee codes the holiday hours worked as HOS.
 - b. In the event the employee works both the actual and the designated holiday, the scheduled day with the greatest number of hours scheduled is the day the employee reports holiday hours worked. The employee reports actual time worked on that day as HOA or HOW (if FLSA-covered) and HOS (if administrative or professional).

For example, the 4th of July falls on Sunday but the state of Idaho designated observed date is Monday.

i. Scenario 1:

The employee works on the actual holiday date but is not scheduled to work on the designated date. The employee will code hours worked on the actual holiday as HOA or HOW (if FLSA-covered) and HOS (if administrative or professional)

ii. Scenario 2:

The employee does not work on the actual holiday date, but is scheduled to work on the designated date. The employee will code hours worked on the designated observed date as HOA or HOW (if FLSA-covered) and HOS (if administrative or professional).

iii. Scenario 3:

The employee is scheduled to work six hours on the actual holiday and eight hours on the designated date. The employee will code eight hours on the designated date as HOA or HOW (if FLSA-covered) and HOS (if administrative or professional).

The state-recognized holidays that are affected are:

- New Year's Day January 1
- Juneteenth June 19
- Independence Day July 4
- Veterans Day November 11
- Christmas Day December 25

4. Flex or compressed schedules may be suspended during any week in which there is a holiday. Supervisors make the necessary schedule adjustments during a holiday week to limit an employee's work and leave hours (not including the holiday) to 32 hours.
5. Employees working holiday overtime must review their weekly hours summary to ensure they are coding at least 40 paid hours, excluding holiday overtime, and must use leave balances, as needed, to supplement the unpaid hours.
6. Full-time employees will receive eight (8) hours holiday pay benefit (HOL) on the holiday week.
7. A part-time employee (classified as someone who works less than 32 hours/week and is not considered a full time/benefitted employee) who has a regular work schedule is paid for a holiday in the same ratio as eight hours is to a 40-hour work week, which for calculation purposes converts to .20 of hours normally worked. Part-time employees earn holiday pay at the rate of .20 per hours worked in the pay period.

H. Unscheduled return to work

Employees who are called back to their official workstations by an authorized supervisor to work an unscheduled shift or for a work-related purpose receive, at minimum, two hours of ACT. If the call-in is for longer than two hours, the employee codes the actual hours worked.

I. On-call time (OCE)

1. The following standards apply in determining whether an employee is in on-call status:
 - a. The Division Administrator/Superintendent has approved the on-call assignment;
 - b. The employee is at a location other than an official IDJC work site during the on-call period;
 - c. The employee is expected to arrive at the facility within 60 minutes of notification;
 - d. The employee will be on 24-hour call;
 - e. The employee is scheduled by their supervisor or manager to be on-call for specific full or partial shifts;
 - f. The employee must carry a cellphone or be quickly reachable by telephone;

- g. The employee is confined to a relatively limited geographical area while on-call, unless specifically authorized otherwise;
 - h. The employee on-call must comply with Ethics and Standards of Conduct (324) policy/procedure and Drug-free Workplace (327) policy/procedure requirements during the on-call shift; and
 - i. The employee must remain in a condition fit for duty, free from impairment during the on-call shift.
- 2. Employees are not considered to be on-call if they are required to be at an official work site—they should be reporting time as hours actually worked.
- 3. Assignment and documentation required
 - a. The Division Administrator/Superintendent approves any on-call assignment in advance of it being communicated to an employee.
 - b. Each employee assigned to be on-call serves in that status for a period of one week (seven days), beginning on a Tuesday and ending on the following Monday.

Each designated on-call shift will accrue a minimum of two (2) hours of On-Call Earned (OCE).

- i. Employees receive on-call time in the following manner:
 - Two hours for each on-call shift
 - Four hours for each on-call shift occurring on a holiday
 - ii. Time is coded as On-Call Earned (OCE) during the week the employee is in on-call status.
- c. Actual Time Worked – An on-call employee who is called back by the agency to respond to an emergency work situation, or who needs to report to work, would cease to accrue on-call hours and will instead be paid for the actual time worked (ACT), as determined by their FLSA status. On-call employees who are required to work during an on-call shift will code the actual hours worked. If the actual time worked is less than the minimum number of required on-call hours accrued (2), employees should still receive the minimum of 2 hours, even if that time is a combination of actual work time and on-call time.
- d. All time actually worked while in on-call status is reported as ACT time in accordance with Section II. C. above, and supported by documentation in the duty officer/suicide evaluator report or narrative log in accordance with Duty Officer Responsibilities (621) policy/procedure, or as required by the supervisor and Division Administrator/Superintendent for on-call assignments not related to a duty officer role.

Examples:

- i. The duty officer or suicide evaluator receives a call at home from the facility regarding an incident. The phone call lasts twenty minutes. The duty officer or suicide evaluator records the incident in the weekly report/narrative log and reports .4 hour of ACT time for this call and 1.6 hours of OCE to equal 2 hours for the on-call shift.
 - ii. The duty officer or suicide evaluator is called and is requested to respond to the facility or duty officer reports to conduct an unannounced visit. The time from when the duty officer or suicide evaluator arrive at the facility until they leave the facility must be reported as ACT time. The incident is documented in the weekly report/narrative log. If the time spent at the facility exceeded 2 hours, all time is recorded as ACT.
 - e. An employee who is assigned to on-call may exchange schedules with another employee provided advance approval is given by the Division Administrator/Superintendent.
4. Using on-call hours (OCT) in week two of payroll

If on-call hours are earned in week one of a pay period and the employee wants to use those hours in week two, the employee codes the hours earned in week one as OCE and codes the hours taken in week two as OCT.

Examples:

- a. If the employee earns four hours of on-call in week one and wants to use all four hours in week two, they would code four hours of OCE in week one and code four hours of OCT in week two.
 - b. If the employee earns six hours in week one and wants to use four hours in week two, they would code six hours OCE in week one and code four hours OCT in week two.
5. Payout of On-Call Hours

An agency will pay out FLSA covered/non-exempt employee on-call hours earned during any one-half (1/2) fiscal year but not taken by the end of the succeeding one-half (1/2) fiscal year, in cash, on the first payroll following the close of such succeeding one-half (1/2) fiscal year; and

- a. On-call accrued balances will be paid out when a covered/non-exempt employee leaves employment at a state agency or transfers to another state agency;
- b. The agency may require an employee to use any accrued on-call balances to avoid a budgetary impact of a payout, or
- c. The agency may elect to pay out FLSA covered/non-exempt employee hours earned prior to the required payout events identified in #a. and #b. above.
- d. Professional, Administrative, and Computer exempt employees are ineligible to be paid out for any accrued on-call hours and will forfeit on-call hours when leaving state employment or transferring to another state agency.

6. Accrual limits

- a. On-call hours may accrue to a maximum of 80 hours and are to be used prior to vacation hours, unless the employee is within 20 hours of their vacation accrual balance maximum.

Each organizational unit is responsible for adherence to the 80-hour limit and may not code OCE upon reaching the limit.

- b. In unusual circumstances, such as periods of high turnover or where new staff are not yet trained to do on-call shifts, a Division Administrator/Superintendent may authorize, in writing, the accrual of OCH beyond the 80-hour limit for a specified period of time.
- c. Division Administrators/Superintendents may also have specific requirements regarding the discharge of on-call hours, such as, requiring to take on-call hours in the week following on-call status.

III. Supervisor Responsibilities

- A. It is the supervisor's responsibility to ensure full-time employees are scheduled for 40 hours each week.
- B. Supervisors are responsible for ensuring that timesheets are accurately completed by the employee.
- C. Supervisors are required to have timesheets approved and ready for payroll processing no later than 3:00 p.m. (Mountain Time) on the Tuesday following the end of the pay period. Prior to that time, supervisors will have verified the accuracy of the time, leave, and any shift differential codes used and will approve the timesheet as true and correct. If a supervisor is out of the office/facility, they should ensure timesheets will be approved in the supervisor's absence.
 1. If Tuesday is a holiday, timesheets are approved and ready for payroll processing no later than 9 a.m. (Mountain Time) on the Wednesday following the end of the pay period.
 2. Supervisors are required to ensure that comments are entered to explain periods of leave (including jury and military leave), unscheduled extended shifts (more than ten hours/day), leave without pay, administrative leave with pay, if the employee is called back into work, and any excessive hours of overtime (more than ten hours/week). If the employee has not entered comments to explain these situations, the supervisor should enter the appropriate comment.
 3. The supervisor ensures the employee has submitted the necessary paperwork in advance for time coding used (e.g. jury duty and military leave) and that information is included in the comment.
 4. If the timesheet is incorrect, the supervisor contacts the employee to correct the timesheet.
 5. Supervisors do not change the hours reported on the timesheet without discussing the changes with the employee. Supervisors are prohibited from subtracting any hours actually worked by the employee, including overtime.

6. If the employee is unexpectedly absent and unreachable when timesheets are due, the supervisor submits a default time sheet, indicating scheduled work hours and leave hours and enters comments as to why they are submitting the employee's timesheet. If there are any inaccuracies, supervisors are required to submit a corrected time sheet immediately upon the employee's return.
7. Supervisors approve leave requests in accordance with IDJC policy and with reasonable consideration given for the employee's needs and desires, on the basis of work requirements, and when it will least interfere with the efficient operation of the IDJC.
8. Supervisors are required to receive advance approval from their Division Administrator/Superintendent before any on-going, non-standard work schedules (e.g., flex schedules, shifts without an unpaid meal period, telecommuting), on-call duty, and/or scheduled overtime is assigned.
9. Flex schedules and telecommuting arrangements are documented and approved in accordance with Flextime and Telecommuting (351) policy/procedure.

Reference: [Glossary of Terms and Acronyms](#)
 Sections 67-5302, 67-5328, 59-160, Idaho Code
 IDAPA 15.04.01 Rules 260- 262 and Rule 073
 Fair Labor Standards Act
 [Division of Human Resources \(DHR\), Policies](#)

Desk Manuals: *None*

Related Policies: [Flextime and Telecommuting](#) (351)
 [Family and Medical Leave Act \(FMLA\)](#) (352)
 [Sick Leave](#) (353)
 [Vacation Leave](#) (355)
 [Hours of Work and Rest Periods](#) (349)
 [Compensation](#) (346)
 [Suicide Prevention and Assessment of Risk](#) (605)
 [Duty Officer Responsibilities](#) (621)
 [Ethics and Standards of Conduct](#) (324)
 [Drug-Free Workplace](#) (327)

Related Forms: *None*