

**STATE BOARD OF PSYCHOLOGY OF OHIO
POLICY AND PROCEDURE MANUAL**

SECTION 10: ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY 10.3: TIME KEEPING AND PAYROLL PROCEDURES

PRIOR DATES EFFECTIVE: June 24, 2003; February 23, 2006; September 12, 2007; June 1, 2008

AMENDED AND EFFECTIVE: APRIL 29, 2013

REVIEWED AND APPROVED:

	<u>7/15/13</u>		<u>5/9/13</u>
President	Date	Executive Director	Date

References: ORC 125.22 (A) through (F); meeting minutes April 29-30

This policy was amended in December 2012 and April 2013 to account for recommendations from the Office of the State Auditor relative to payroll procedures.

PROCEDURES

1) Sign-in Sheet. Employees are responsible for completing the Board sign-in sheet on a daily basis, indicating arrival time, lunch break, and departure time (example attached). Employees are also responsible for completing all requests for leave in OAKS Self Service. Employees shall submit leave requests and compensatory time/OT requests pursuant to OAKS procedures and shall notify the direct supervisor of the request in a timely manner verbally or via email. Requests for leave and the accrual of compensatory time or OT cannot always be entered into OAKS by the employee prior to the event. Therefore, verbal approval for leave shall be noted on the sign-in sheet and emails authorizing a given request shall be retained electronically or printed for the respective pay period file. The Program Administrator 1 (PA1) shall serve as the 'approver' of the Executive Director's time and leave requests. The Executive Director shall make efforts to cause the President or designee to reply to email from the Director in a timely manner so that the PA1 has permission to approve the Executive Director's requests for leave time on behalf of the Board. The Executive Director's name shall be included on the sign-in sheet effective pay period ending 5/10/2008, which shall evidence compliance with the DAS requirement that each employee have evidence of "actual" hours worked.

2) Board member time reports. Board Member time reports (example attached) are governed under Policy 10.6, BOARD MEMBER TIME REPORTING AND REMUNERATION. The Executive Director is responsible for maintaining Members' individual time reports, by pay period, submitted for payment.

RECONCILIATION OF PAYROLL, USE OF LEAVE, AND ACCRUAL OF LEAVE

The Executive Director or PA1 (as designated) shall review biweekly payroll journals for accuracy relative to hours worked, the use of specific types of leave, and the accrual of compensatory time and/or OT. This review consists of a review of the OAKS Payroll Register, which shall be compared to the sign-in sheet. Discrepancies shall be reported to CSA and the affected employee as early as feasible for attention and necessary correction. This serves as an internal control recommended by the Auditor of State to assure that hours worked and leave episodes claimed are accurate.