



Illinois Department of Corrections

Administrative Directive

Number: 02.65.182	Title: Completion and Distribution of Employee Time Sheets	Effective: 11/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.65.182 effective 7/1/2012 and amended 2/1/2013

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-16; 5-ACI-1C-01, 04, 07
Referenced Policies: 03.01.301	Referenced Forms: DOC 0126– Notification of Absence DOC 0140– Employee Time Sheet

I. POLICY

The Chief Timekeeper shall record daily timekeeping activity and distribute time sheets on a monthly basis to the employee and the employee's Supervisor.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for properly recording daily timekeeping activity and for distributing the time sheets.

B. Applicability

This directive is applicable to all facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

The Chief Timekeeper shall maintain timekeeping records for each employee. All daily timekeeping activity submitted on timekeeping forms such as the Daily Attendance Records, Roll Call/Sign-in Sheets, Notifications of Absence, and Reports of Overtime, Compensatory Time or Other Adjustments to Pay shall be recorded on the Employee Time Sheet, DOC 0140, the Excel spreadsheet equivalent provided by Shared Services Central Timekeeping, or automated timekeeping system. If the DOC 0140 is completed manually, entries shall be completed in ink or by typewriter unless otherwise directed.

F. Completion Instructions

For locations that do not have access to the automated timekeeping system, the DOC 0140 or equivalent shall be completed as follows:

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1. At the beginning of the year or upon hiring a new employee, the Chief Timekeeper shall prepare a DOC 0140 or equivalent for each employee. The beginning entries shall include:
 - a. All applicable employee information at the top of the form including the employee's:
 - (1) Name (last, first), payroll title, work assignment, paycode, regular days off (circled);
 - (2) Bargaining unit (if applicable, or indicate SG for salary grade or MC for merit compensation employees);
 - (3) Overtime rate or "none" if not applicable;
 - (4) Division or shift; and
 - (5) If applicable, the month and year enrolled as a sick leave bank member or enter "N/A". Any subsequent donation of sick leave time shall be recorded here and a notation shall be made and the time donated shall be deducted from the balance of sick time for the month.
 - b. The vacation time actually earned in the prior year (in the Vacation Carry Over box).
 - c. The Vacation Accrual Date provided by the facility Personnel Office and the effective date for changes in the employee's vacation earning rate. Then enter the appropriate rate for vacation time earned for each month.
 - d. Indicate whether roll call should be paid or recorded as compensatory time in each fiscal year within the calendar year.
 - e. The balance of vacation, sick, holiday and compensatory time carried forward from the previous year.

NOTE: The balance of equivalent earned time carried forward from the previous year shall be recorded in the COMP HOURS section.
 - f. The beginning balance of personal business time.
 - g. Holidays accumulated but not used or paid in the previous year, including request denials or indefinite accumulation dates.
 - h. Vacation time requested and denied in the previous two years that has not been paid, including dates of denials.
 - i. The balance of cash value sick days (maximum of 168) earned from 1/1/1984 through 12/31/97 at the bottom of Side 1 and on Side 2.
 - j. The balance of banked vacation time, that is, vacation time that has been indefinitely accumulated.
2. Daily timekeeping activity shall be recorded from information received on the daily timekeeping forms.
 - a. Using the legend printed on the form, entries shall include days worked, overtime earned and paid, compensatory time used, absences, disciplinary action, etc. Equivalent earned time shall be recorded as compensatory time earned (FC) and compensatory time taken (C).

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NOTE: Entries for the "**without pay**" codes shall be made in red ink. Entries for a known absence, for which the Notification of Absence, DOC 0126, has not been received, shall be entered **in pencil**. Upon receipt of the DOC 0126 the entry shall be recorded **in ink**.

- b. Holidays worked, accrued, denied, used or paid shall also be recorded on Side 2.
 - (1) The date worked shall be recorded.
 - (2) First and second request denials shall be recorded in the appropriate columns next to the appropriate holiday date. The oldest holiday shall be used first.
 - (3) The date the accumulated holiday was **used, paid** or accumulated indefinitely (**banked**) shall be recorded along with the appropriate designated "**u**", "**p**" or "**b**".
 - (4) Holidays accumulated indefinitely shall also be noted in the Banked Holiday section.
 - c. Vacation request denials and the date the vacation was subsequently **used, accumulated (banked)** or **paid** shall be recorded on Side 2 in the same manner as holidays. Vacation accumulated indefinitely shall also be noted in the Banked Vacation section.
 - d. Any holiday or vacation time used after it has been banked shall be recorded in the appropriate Banked section on Side 2 as well as on Side 1 and the balance of banked holiday or vacation time shall be reduced, respectively.
 - e. An employee's donation of sick leave to the Sick Leave Bank shall not be recorded as timekeeping activity for the day donated. Only use of Sick Leave Bank (SLB) time shall be recorded on each day it is used. Use of Sick Leave Bank time does not affect the monthly balance of sick time earned and used.
3. After all daily entries have been made for the 1st through the 15th of each month and for the 16th through the end of the month, the following shall be recorded for the period:
 - a. Total Roll Call (RC) Units
 - b. The total actual overtime hours worked in the 1st half of the month and in the 2nd half of the month whether paid or comp, excluding roll call. If any overtime hours are for paid lunch or call back hours, indicate the number of hours of:
 - (1) F – overtime worked;
 - (2) PL – paid lunch; and
 - (3) CB – call back, if any.
 - c. The actual overtime hours paid.
 - d. The balance of compensatory time (actual overtime hours worked less actual overtime hours paid times appropriate overtime rate).
 4. At the end of each month, the following shall be recorded on Side 1.
 - a. Vacation Time

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(1) The previous end of month balance plus days and hours earned in the current month.

(2) Days and hours used or paid in the current month.

NOTE: Vacation time is only paid during January as noted on Side 2, unless a lump sum distribution is made upon termination.

(3) End of month balance.

b. Sick Time

(1) Previous end of month balance plus time earned in current month;

(2) Days and hours used in current month; and

(3) End of month balance.

NOTE: An employee's donation of sick leave to the Sick Leave Bank shall be noted as SLB (including the number of days if more than one) and the monthly balance shall be reduced by the number of days donated.

Additionally, if an employee uses more sick time than he or she has in the current balance and only if days are available in the Cash Value Sick Time, record the actual number of days and hours used, reduce the Cash Value Sick Time balance by the number of Cash Value Sick Time days used, and record the usage and new balance on Side 2. Also indicate the new Cash Value Sick Time balance at the bottom of Side 1.

c. Personal Business Time

(1) Days and hours used in current month; and

(2) End of month balance.

d. Holiday Time

(1) Days and hours earned (holiday worked or holiday fell on scheduled day off) in the current month plus accrued balance. Also note days earned on Side 2.

(2) Days and hours used or accrued days paid in the current month.

(3) End of month balance.

e. Compensatory Time

(1) Hours compensatory time earned during the month plus accrued balance. That is, the 1st half comp balance plus 1st half roll call comped plus 2nd half comp balance plus 2nd half roll call comped plus accrued balance. Roll call comped = the number of Roll Call Units x .25 x the appropriate rate (straight time or time and one half).

(2) Hours used or paid in the current month.

(3) End of month balance (the total hours earned and accrued less the time paid or used during the month).

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- f. Equivalent Earned Time (If there is no section for EE Time, record in COMP HOURS section)
 - (1) Previous end of month balance plus time earned in current month;
 - (2) Days and hours used in current month; and
 - (3) End of month balance.
5. At the end of the year, the following shall be recorded in the Vacation Carry Over box at the top of Side 1:
 - a. The vacation time earned this year.
 - b. The end of year balance of banked vacation time.
 - c. The maximum vacation time to carry over to the next calendar year (the total of vacation earned this year, the previously recorded vacation earned in the prior year and the balance of banked vacation time).

G. Distribution

1. Upon completion of all end of the month computations, the Chief Timekeeper shall:
 - a. Forward a copy of the time statement to inform both the employee and the employee's Supervisor of the employee's usage and current balance of benefit time. If using the DOC 0140, authorized and unauthorized dock time shall be highlighted.
 - b. Distribute the time statement to the employee's Supervisor within eight working days of the conclusion of each calendar month or within another time mutually agreed upon between the Supervisor and the timekeeper.
 - (1) If using the DOC 0140, the Chief Timekeeper shall forward two copies to the employee's supervisor. Upon receipt of the DOC 0140 the Supervisor shall:
 - (a) Retain one copy to review in accordance with Administrative Directive 03.01.301; and
 - (b) Submit the second copy to the employee not later than the 15th of the month following the reporting period.
 - (2) If using the automated timekeeping system, the Chief Timekeeper shall forward one copy of the automated statement to the employee's Supervisor who shall distribute to the employee not later than the 15th of the month following the reporting period.
2. If the employee:
 - a. Agrees with the time statement:
 - (1) If using the DOC 0140, no further action is necessary.
 - (2) If using the automated timekeeping system, the employee shall sign the monthly attendance record and forward same to his or her supervisor who shall:

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- (a) Review the time statement in accordance with Administrative Directive 03.01.301; and
 - (b) Sign and return the original time statement to the Chief Timekeeper within five days of receipt.
 - b. If the employee disagrees with the time statement, the he or she should notify his or her supervisor and the Chief Timekeeper immediately. The employee shall present evidence to substantiate any difference.
 - 3. The Chief Timekeeper shall refer to the employee's time file for all supportive documents to reconcile the time statement. Correcting entries shall be made when necessary.
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