PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 07-12	**Effective Date:** January 2010
Division: Fiscal Affairs	
Chapter: Electronic Timesheet Policies and Procedures for H-Scale and G-Scale Personnel	
By Order of the Fire Chief: Marc S. Bashoor	**Revision Date:** N/A

POLICY

To ensure the effective and efficient use of the electronic timesheet system by Prince George's County Fire/Emergency Medical Services (EMS) H and G scale personnel. Y-scale to be converted in FY2010.

DEFINITIONS

Electronic Timesheet System (ETS) – a time and attendance program designed to automated payroll.

PROCEDURES / RESPONSIBILITIES

1. **General Guidelines**

In addition to the electronic timesheet system (ETS) information on County Wide Policies outlined in the ETS End User Handbook and the Supervisor Handbook and also found on the intranet, **ttp://10.204.1.107/Stromberg/eAccess/start.asp** the following Policies and Procedures are for use by Fire/Emergency Medical Services (EMS) Department employees:

- G-scale managers and above – eTimesheet
- H-scale employees - eTimeEntry
- Supervisors are responsible for monitoring employees' actual work hours and ensure any adjustments are made or appropriate action taken.
- Absolutely no deleting of punches.
- Employees, who are in locations with proximity clocks, are to punch in with the clock; however, punch out is required by use of the computer.
- If using a proximity clock at other than assigned location, the time clock will accept the punch, but will not show the individual's name. Be sure to check your timecard on line at the first available opportunity if using a different proximity clock.
- Employees in locations without proximity clocks are to punch in at their own computer or a designated kiosk.
- Every civilian employee will have an automatic 30-minute meal deduction during the 6th work hour. Any adjustment for working through lunch must be approved by and handled by the supervisor.
- No time off requests can be entered on the same day that you request leave. Employees using leave without advance notice (leaving early or coming in late) must complete a transaction for missing hours.
- No pre-populating in advance for regular work hour schedule, only allowed to pre-populate for approved special events, example: meetings or attending training.

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- Every employee on eTimeEntry is required to Punch in and Punch Out during the scheduled time of work, if possible. If an employee misses a punch, their supervisor may add their punch (an explanation should be noted in Comments). Add a Transaction should also be utilized for unscheduled leave and off site work hours. Remember if Add a Transaction is used, Comments are required. When entering Comments use the following format: Comment, initial of employee and the date. Comments must be professionally written and are a permanent record.

- Employees working extra hours should punch in if available or enter a transaction for 001 off-site work hours.

- If requesting mileage reimbursement, information must be entered in comments to include all of the following: date, purpose, number of miles and location. Mileage is paid via the timecard from a transaction entered for the appropriate date and number of miles.

- Civilian Fire Inspectors and Investigators must punch in and out at a County worksite/station closest to their area of response (i.e., LGC, CAB, Fire Training Academy) according to their normal work schedule. County locations without proximity clocks will have access via the intranet; however, employees must log onto the computer using the employees network ID. Supervisors are to monitor these punches and make adjustments, via a transaction, as necessary.

- As a reminder, an employee should not be requesting leave if there is not enough in the employee's leave balance to cover the leave. Leave balances may be reviewed under the "benefits" section. The employee is responsible to ensure adequate leave is available and the supervisor is responsible to verify.

- Employees must approve their timecard before submitting, unless extenuating circumstances prevent the approval. The approval takes the place of the employee's signature.

- Supervisor's approval must be completed by noon on the following the end of the pay period, unless notified of shortened processing time. If the supervisor is unavailable, the backup supervisor should complete the approvals. All approvals must take place by noon on Tuesday.

- Paper documents supporting use of civil or military leave and earning of compensatory leave or overtime are still required and are due to Fiscal Affairs on Monday morning for processing.

- Majors/Managers and above will have ETS report access. Other access to reports will be on an as-need basis and will be prepared by Fiscal Affairs.

- Callbacks – Time is based on arrival and departure of the worksite/scene. Supervisors are responsible for monitoring for accountability.

REFERENCES

N/A

FORMS / ATTACHMENTS

N/A