

## Accurate Time Training

### 1. Accurate Time Reporting

#### 1.1 Menu



## 2. Course Introduction

### 2.1 Navigation Bar



**Course Introduction**

**Navigating this eLearning course:**

The buttons you need to navigate the course are located at the bottom of the screen. Click on the markers below to learn more about each part of the navigation bar.

The navigation bar at the bottom of the screen contains the following elements from left to right: a back arrow, a play/pause button, a progress bar, a refresh button, a '< PREV' button, and a 'NEXT >' button. Three blue circular markers with white upward-pointing arrows are positioned below the navigation bar to indicate the focus of the text above.

## 2.2 Audio

### Course Introduction

**This eLearning course contains audio.**

**Please make sure your headset or speakers are turned on and working at this time.**

**The Notes tab displays the text of the audio heard throughout the course.**

**The Notes tab can be found on the left side of the player.**



## 2.3 Course Introduction

### Course Introduction

This eLearning course covers the basic guidelines for time and attendance, including: hours of work, use of leave, reporting hours of work and the relevant personnel regulations.



## ***2.4 Employee Responsibilities***

- Report to work and adhere to allotted times for breaks and lunch.
- Receive prior supervisor approval for leave usage.
- Notify the supervisor in advance of, and the reason for, an unscheduled absence/tardiness.
- Realize that unauthorized absences are grounds for the supervisor to deny the use of paid leave, take corrective action, or initiate disciplinary action.

### Employee Responsibilities



## *2.5 Supervisor Responsibilities*

- Ensure that employees are provided clear notice of office time and attendance procedures including leave request and call-in requirements.
- Be consistent.
- **Follow the same guidelines as you expect of your employees.**

Supervisor  
Responsibilities



## 3. Work Schedule

### 3.1 Work Schedules

**Per 101 KAR 2:095:**

- Regular hours of work are defined as 8:00 AM to 4:30 PM, Monday through Friday, for a 37.5 hour work schedule employee, and 8:00 AM to 5:00 PM, Monday through Friday, for a 40 hour work schedule employee.
- Agencies may implement flex schedules to benefit their employees and to better meet the needs of their organization.
- Flex schedules are a privilege and can be revoked if abused, or if business needs are not being met.



## Work Schedules

### ***3.2 Work Schedules***

- An employee is required to abide by the set work schedule, unless approved to do otherwise, in advance, by the supervisor.
- The supervisor may alter the schedule to meet a business need, including to require the employee to work different hours and/or days and overtime.

## Work Schedules



### ***3.3 Work Schedules***

- An employee who works for an agency that requires more than one shift or seven days a week may be reassigned from one shift to another, or one post to another, or alternate days off by the agency to meet staffing requirements, security concerns or to provide essential services.

## Work Schedules



## 4. Breaks

### 4.1 Meal Period

## Meal Period



### **Meal Periods**

The length of the meal period, usually a lunch break in state government, is set by the supervisor and at least 30 minutes long.

## 4.2 Meal Period

# Meal Period



### **Per KRS 337.355:**

Employers will grant their employees a reasonable period for lunch, as close to the middle of the employee's scheduled work shift as possible. An employee will not be required to take a lunch sooner than three (3) hours after the work shift begins, and no more than five (5) hours from the time the work shift begins.

### ***4.3 Meal Period***

## Meal Period



A meal period may be scheduled outside the 3 to 5 hour window upon request from the employee and approval by the supervisor.

#### **4.4 Meal Period**

## Meal Period



The meal period is unpaid as long as the employee does not perform work during this time.

If it is necessary for an employee to work through the regularly scheduled meal period, it must be with supervisor approval and the employee must be compensated for the time worked, or the schedule may be adjusted. The elimination of a meal period should not be a part of an employee's regular work schedule.

#### *4.5 Meal Period*

## Meal Period



The meal period should not be scheduled at the beginning or end of the day to enable the employee to arrive late or leave early as part of the regular schedule.

#### 4.6 Meal Period

## Meal Period



If an employee works through a meal period without prior approval, they WILL be compensated for their time worked. However, the supervisor should address the policy with the employee through a corrective or disciplinary action.

## 4.8 Door1

Rest Breaks

An employer is required to provide a minimum 10 minute rest break for each four hours of work.

The State may exceed this requirement by permitting employees to take two 15 minute breaks; one mid- morning & one mid-afternoon. The two rest breaks are in addition to the lunch break.



Return

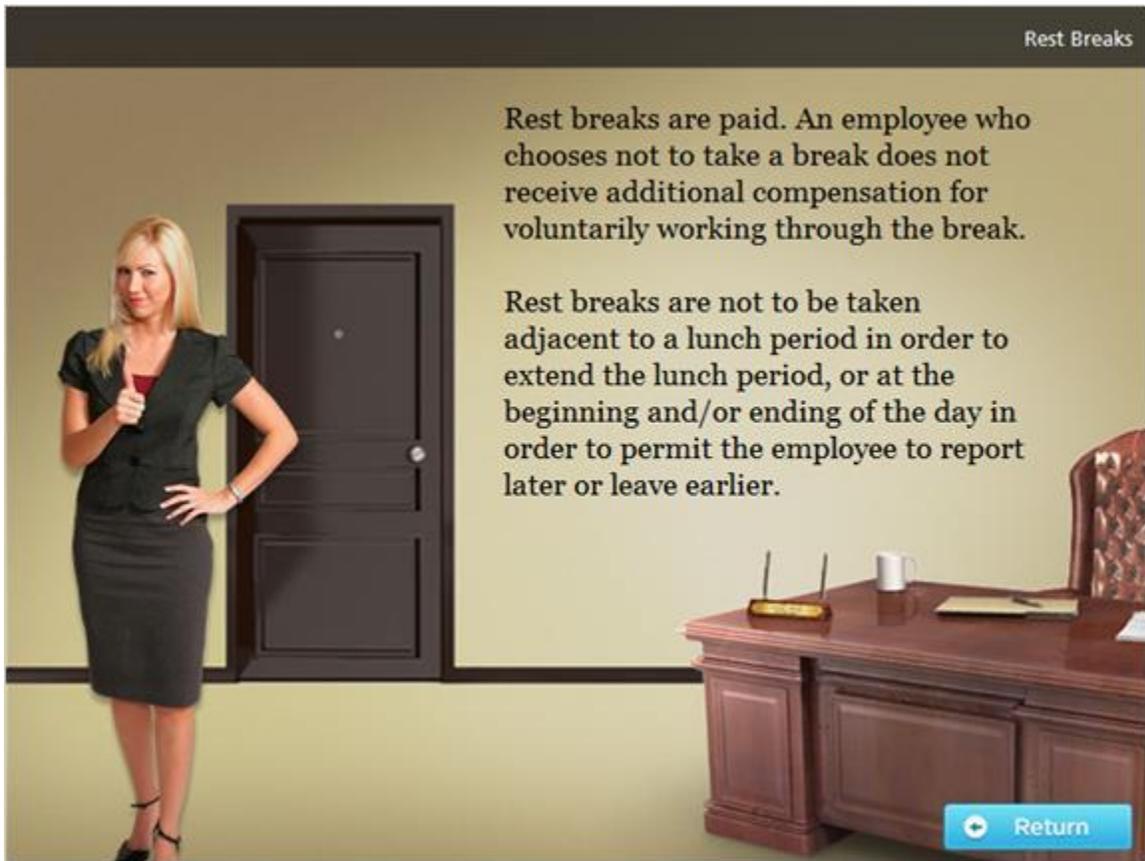
The image shows a woman with blonde hair, wearing a black short-sleeved top and a black skirt, standing in an office. She is pointing her right hand towards the text on the screen. To her left is a wooden desk with a large black monitor, a mouse, and a yellow wireless router. To her right is a dark brown door. The background is a plain, light-colored wall.

## 4.9 Door2

Rest Breaks

Rest breaks are paid. An employee who chooses not to take a break does not receive additional compensation for voluntarily working through the break.

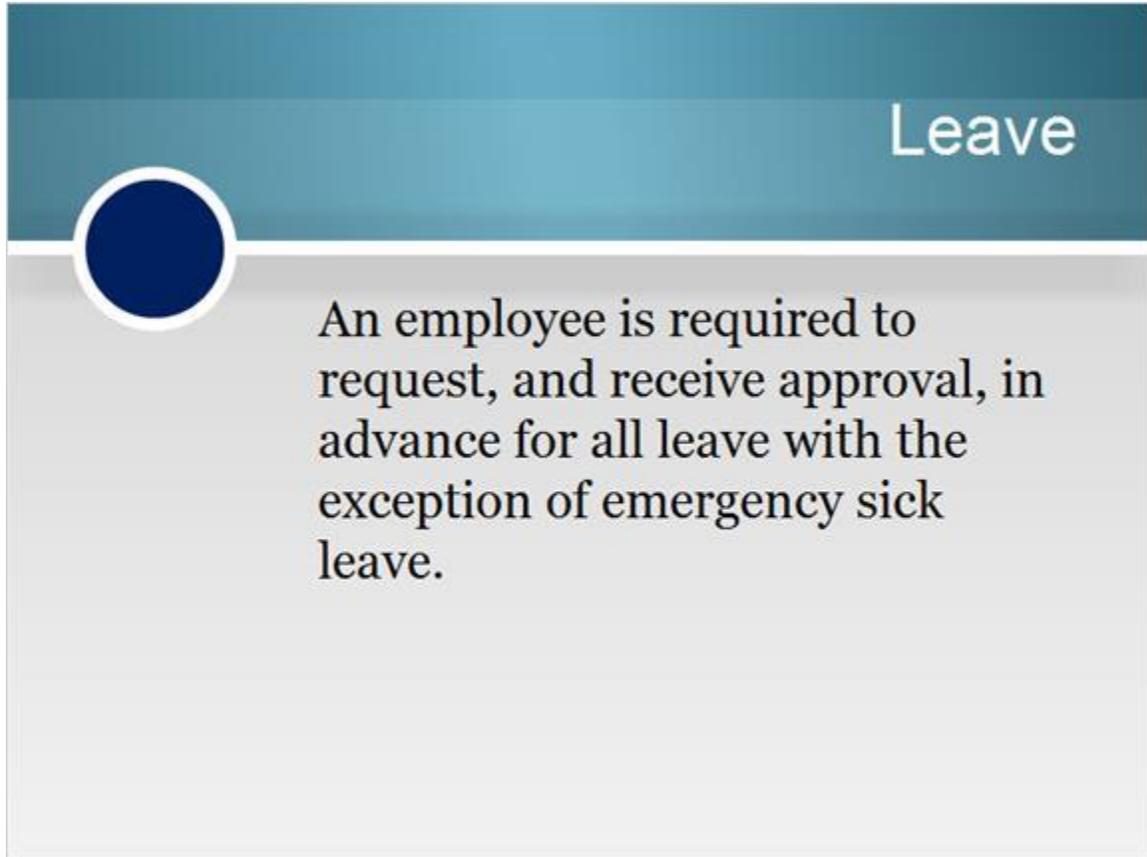
Rest breaks are not to be taken adjacent to a lunch period in order to extend the lunch period, or at the beginning and/or ending of the day in order to permit the employee to report later or leave earlier.

A woman with blonde hair, wearing a black short-sleeved top and a black skirt, stands next to a dark wooden door. She is holding a red cup. To her right is a desk with a white mug, a yellow sticky note, and a pen. A blue button with a white arrow and the word "Return" is located in the bottom right corner of the image.

[Return](#)

## 5. Leave

### 5.1 Leave



# Leave

An employee is required to request, and receive approval, in advance for all leave with the exception of emergency sick leave.

## 5.2 Leave

The employee must notify the supervisor within the guidelines established for any unscheduled absence, including unexpected illness.

Leave



### **5.3 Leave**

An employee who does not request leave properly, or provide proper notice of an unscheduled absence, may be denied the use of paid leave and the absence may be charged to unauthorized leave without pay.



Leave

## 5.4 Leave

### Leave



A supervisor may require an employee to provide medical certification to receive approved sick leave.

## ***5.5 Authorized Leave without Pay***

There are several reasons for authorized leave without pay to include sick leave and military leave. The provisions for this leave are covered under 101 KAR 2:102.

Authorized  
Leave  
without Pay



## ***5.6 Authorized Leave without Pay***

### **Regulations authorize leave without pay under these provisions:**

- Sick Leave in 101 KAR 2:102 Section 2
- Military Leave in 101 KAR 2:102 Section 6
- Education Leave and other Special Leave of tangible benefit to the state with approval of the Personnel Cabinet in 101 KAR 2:102 Section 9
- Absences Due to Adverse Weather in 101 KAR 2:102 Section 10



**Authorized Leave without Pay**

## ***5.7 Authorized Leave without Pay***

### **IMPORTANT:**

An employee cannot retain their leave and choose to go on leave without pay.

\* Exceptions may apply for FMLA and Military leave.



Authorized Leave without Pay

## 5.8 Unauthorized Leave

# Unauthorized Leave



Unauthorized leave is an absence for which the employee does not have prior approval or does not provide proper notice. (101 KAR 2:102 Section 9)

Examples of Unauthorized Leave:

- Tardiness, i.e., late arrival to the workstation.
- Excessive time for breaks.
- Late return from lunch or meal period.
- Failure to report for all or part of a scheduled work day.
- Failure to provide medical certification to verify the need for unscheduled sick leave, after being notified of the requirement to do so.

## ***5.9 Unauthorized Leave***

Unauthorized leave is grounds for denial of use of paid leave and corrective or disciplinary action. An employee who is absent from work without authorized leave or notice for a period of ten (10) working days may be treated as having resigned from employment or as having abandoned his/ her position.



# Unauthorized Leave

## 6. Time Reporting

### 6.1 Employee Time Reporting

# Employee Time Reporting



Time sheets must accurately reflect hours worked and leave used.

No **Black Booking** of time.

**Black Booking**- Is keeping a separate accounting or book of hours worked to avoid reporting overtime.

## 6.2 Employee Time Reporting

# Employee Time Reporting



### **Black Booking Example:**

An employee works two additional hours on Thursday but does not claim the time on the time sheet. On Friday, the employee leaves two hours early but claims all regular hours for their work day.

### **6.3 Employee Time Reporting**

Signatures on the time sheet certify that the time is represented accurately.

Falsification of records relating to time, including omission of overtime worked, is a violation of state law (KRS 18A.145).

**Employee Time  
Reporting**



## 6.4 Compensatory Time & Overtime

**Compensatory time is awarded for all hours worked in excess of regularly scheduled hours.**

- Must be approved by the supervisor in advance.
- Must be documented on the time sheet the day the time is worked.
- If an employee works hours in excess of their scheduled hours without their supervisor's approval- the time still must be compensated. However, the supervisor should address the policy with the employee through a corrective or disciplinary action.



Compensatory Time &  
Overtime

## ***6.5 Compensatory Time & Overtime***

- A non-exempt employee will earn pay or compensatory leave at 1 ½ times his or her regular rate for any hours physically worked over 40 in a workweek.
- An employee who is exempt, receives straight comp time for hours physically worked over 40 in a work week.



**Compensatory Time &  
Overtime**

## 6.6 Compensatory Time & Overtime

### Compensatory Time & Overtime



The supervisor may adjust an employee's schedule within the same workweek to avoid the accrual of overtime. This would be an official work schedule change for that week.

**Example:** An employee, who stays 2 hours late to meet a deadline on Wednesday, may be directed to come in 2 hours late or leave 2 hours early on Friday, to keep the hours worked below 40.

## 7. Course Review

**7.1 A supervisor may alter the schedule of an employee to meet a business need.**

*(True/False, 10 points, 1 attempt permitted)*

A supervisor may alter the schedule of an employee to meet a business need.

- True
- False

Correct	Choice
X	True
	False

**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response. A supervisor may alter an employee's schedule to meet a business need.

**7.2 The length of the meal period must be at least 30 minutes and is set by the supervisor.**

*(True/False, 10 points, 1 attempt permitted)*

The length of the meal period must be at least 30 minutes and is set by the supervisor.

True

False

Correct	Choice
X	True
	False

**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response. The meal period must be at least 30 minutes long and is set by the supervisor.

**7.3 If an employee checks their state email frequently and responds during their meal period should they be paid?**

*(True/False, 10 points, 1 attempt permitted)*

If an employee checks their state email frequently and responds during their meal period should they be paid?

Yes

No

Correct	Choice
X	Yes
	No

**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response. Meal periods are only unpaid if you do not perform work during that time.

**7.4 An employee who chooses not to take a 15 minute break will receive additional compensation.**

*(True/False, 10 points, 1 attempt permitted)*

An employee who chooses not to take a 15 minute break will receive additional compensation.

True

False

Correct	Choice
	True
X	False

**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response. You will not receive additional compensation for voluntarily working through the break.

***7.5 Unauthorized leave is grounds for denial of use of paid leave and corrective or disciplinary action.***

*(True/False, 10 points, 1 attempt permitted)*

Unauthorized leave is grounds for denial of use of paid leave and corrective or disciplinary action.

True

False

Correct Choice

X	True
	False

**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response. Unauthorized leave is grounds for denial of use of paid leave and corrective or disciplinary action.

***7.6 The timesheet is a legally binding document and should accurately reflect the time you work each day.***

*(True/False, 10 points, 1 attempt permitted)*

The timesheet is a legally binding document and should accurately reflect the time you work each day.

- True  
 False

Correct	Choice
X	True
	False

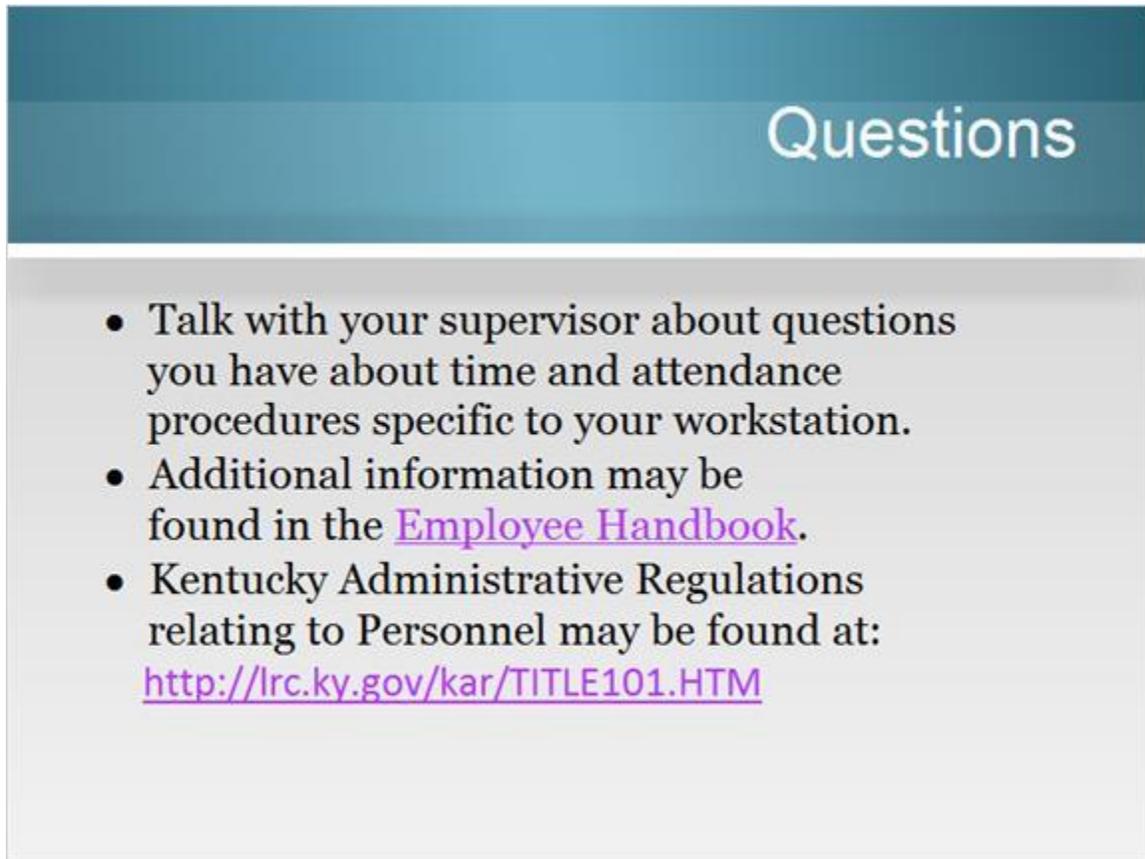
**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response. The timesheet is a legally binding document.

## 7.7 Questions



# Questions

- Talk with your supervisor about questions you have about time and attendance procedures specific to your workstation.
- Additional information may be found in the [Employee Handbook](#).
- Kentucky Administrative Regulations relating to Personnel may be found at: <http://lrc.ky.gov/kar/TITLE101.HTM>

## 7.8 Results Slide

*(Results Slide, 0 points, 1 attempt permitted)*

Thank you.

Click on the acknowledgement form button. Print and sign the form and turn it in to your supervisor.



Acknowledgement Form