

## EMPLOYEE (KABA) TIME SYSTEM ACKNOWLEDGEMENT FORM

As an hourly employee, I am paid for all time that I perform work. As such, I am required to utilize the City's time tracking system that is assigned to me and may only complete work while punched in. The City uses (KABA) time keeping system, which is made up of three tracking options: a biometric time clock that uses your fingerprints, allowing you to physically punch in and out of work, Interactive Voice Response (IVR) which is a telephonic call-in system that allows you to punch in and out of work using a telephone, or a web-based application that allows you to punch in and out of work using a computer and login credentials.

Information on the City's time keeping and attendance directives can be found on CoSA Web by reading:

- AD 4.2: Workplace Attendance
- AD 4.4: Leave Administration
- AD 4.13C: Overtime Compensation under the FLSA

I understand I am not allowed to share my fingerprints, login credentials, or call-in information.

If I experience any problems using the KABA time keeping system, I must inform my manager or supervisor immediately.

### Recording my Work Time

- I am responsible for accurately tracking my work time using the system assigned to me. I must clock in at the beginning of my shift and out at the end of the day for all worked shifts. (And if applicable, and at the direction of my manager or supervisor, clock in and out for lunch.)
- I will begin working at the beginning of my assigned work schedule unless otherwise directed by my supervisor/manager.
- I will clock in and out of the KABA time keeping system when I take any kind of leave that occurs within a workday.
  - I will request leave using the Notice of Leave (NOL) form or Self Time Entry on Employee Self Service (ESS).
- I will only use the specific KABA tracking system assigned to me. Regardless of which system I am using, no other person or device may use my credentials or clock in/out on my behalf.
  - If I'm assigned to a timeclock, I will only use the timeclocks I am assigned to use.
- If I'm assigned to IVR, I will only use the specific phone(s) assigned to me to call in/out.
  - I am required to use a COSA phone to clock in/out when reporting to a location with a COSA landline phone and I am not allowed to use a cell phone.
- If I'm assigned to the web-based application, I will only use the computer(s) assigned to me to login/out.
  - I understand I must be at my workstation when I login to begin work.
- I am responsible for obtaining advanced approval from my manager or supervisor to work overtime and hours outside my normal work schedule, to include time worked during my scheduled lunch.
- Flexing my schedule must be approved in advance by my supervisor and requested on a time adjustment form (TAF). If applicable, points under AD 4.2 will still apply, even if my supervisor allows me to flex my schedule due to an unscheduled absence, tardy, or early departure.
- When the KABA time keeping system is used, up to 40 hours of actual work in a workweek will be categorized under regular hours. Any actual time worked over 40 hours in a workweek will be listed as overtime. Paid leave such as Personal and Annual is **not** considered in the calculation of overtime hours.

### If I have **not** been instructed to clock in and out for lunch:

- I will not work during my unpaid lunch period. If my supervisor approves for me to work during lunch, I understand I am responsible for submitting a Time Adjustment Form (TAF) to ensure that time is captured, and I am paid for the time worked.
- I am responsible for knowing the scheduled length of my lunch period. If I am unsure, it is my responsibility to ask my supervisor. The KABA system will automatically deduct my lunch period from my hours worked after working half of my shift. If I do not take a lunch or I take a lunch that is less than what I am scheduled to take, I must submit a TAF for the time worked.
  - Since the lunch is automatically deducted at half of my shift, if I punch out to go home after half my shift and I have not taken my full lunch, I must submit a TAF.
    - Example: John is scheduled for a 45-minute lunch and his schedule is 7:45am–4:30pm. The system will automatically include a 45-minute unpaid lunch period at half his shift (11:45 AM).

- If he leaves work for the day at 12:45 PM, a 45-minute unpaid lunch period will automatically be included. If John did not take a lunch, he must submit a TAF to ensure he receives pay for all time worked.
- Additionally, I have a 15-minute window prior to the start of my shift, intended to ensure I can clock in when there may be a large number of employees utilizing the KABA system. This punch-in window is unpaid time, and I am not authorized to begin working until my scheduled shift start time. If my supervisor has authorized me to work prior to my scheduled start time or during the 15-minute punch-in window, I must submit a TAF for the minutes worked prior to my shift to ensure I am paid correctly. I will be paid up to the actual time I punch out at the end of the day.

I acknowledge that on \_\_\_\_\_, 20\_\_\_\_, I received a copy of the KABA Time System Acknowledgement Form and if I have any questions, I should contact my supervisor or Time & Attendance Specialist.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
SAP#

\_\_\_\_\_  
Signature

My Supervisor is \_\_\_\_\_ SAP# \_\_\_\_\_

## **SUPERVISOR (KABA) TIME SYSTEM ACKNOWLEDGEMENT FORM**

Hourly employees are paid for all time that they perform work. As such, they are required to utilize the City's time tracking system that is assigned and may only complete work while punched in. The City uses (KABA) time keeping system, which is made up of three tracking options: a biometric time clock that uses an employee's fingerprints, allowing them to physically punch in and out of work, Interactive Voice Response (IVR) which is a telephonic call-in system that allows employees to punch in and out of work using a telephone, or a web-based application that allows employees to punch in and out of work using a computer and login credentials.

Information on the City's time keeping and attendance directives can be found on CoSA Web by reading:

- AD 4.2: Workplace Attendance
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As the supervisor of hourly employee(s) I am responsible for ensuring my employees are paid correctly for the time they work and follow the correct procedures for recording their working time and time off.

### **As the supervisor/manager, I understand:**

- Employees are responsible for accurately tracking their work time using the system assigned to them. They must clock in at the beginning and end of all their shifts. (And if applicable, clock in and out for lunch.)
- Employees may only use the specific KABA tracking system assigned to them. Regardless of which system they are using, no other person or device may use their credentials or clock in/out on their behalf.
  - If assigned to a timeclock, they may only use the timeclocks they are assigned to use.
- If assigned to IVR, they may only use the specific phone(s) assigned to them to call in/out.
  - Employees are required to use a COSA phone to clock in/out when reporting to a location with a COSA landline phone and are not allowed to use a cell phone.
- If assigned to the web-based application, they will only use the computer(s) assigned to them to login/out.
  - Employees must be at their workstation when they login to begin work.
- I can allow my employees to flex their time to achieve 40 hours within the work week. Flextime must be pre-approved prior to being worked. When flexing time, the time must be made up within the same work week. If my employee is on a fixed schedule and I flex their time, I must submit a Time Adjustment Form (TAF) to the Time and Attendance Specialist (TAS) unless the time falls within a range preapproved in writing by my department director.
  - If applicable, points under AD 4.2 will still apply, even if I allow my employees to flex their schedule due to an unscheduled absence, tardy, or early departure.
- I am responsible for the appropriate pay for my employees and as such I will have all Notices of Leave (NOL's) submitted by the payroll deadline [no later than Friday, week before payroll issuance].
- I must report in a timely manner to the TAS any exceptions to an employee's standard work time, including altered lunch times, beginning work before their scheduled start times, approved overtime, flexing their schedule, or a change in assigned work schedules.
- I must report if an employee works on a City holiday to the TAS prior to payroll closing to ensure my employee is paid correctly.
- I must notify HR immediately of any employee separations (for both hourly and salaried employees) to ensure they are not overpaid.
- I am responsible for ensuring my employees request permission to work overtime in advance (or hours outside of their set schedule or flexing to their schedule). However, if an employee works overtime, they must be paid for said time.
  - I am responsible for addressing employees who work unauthorized overtime.
  - I am responsible for monitoring said overtime on a weekly basis.
- If my employees are not on an open schedule, they will have a 15-minute grace period to punch in prior to their assigned shift. This grace period is intended to ensure employees can clock in when there may be many employees utilizing the KABA system.
  - Employees may not work during this 15-minute window as it is unpaid time. Employees are expected to begin work at their regularly scheduled start time.

- If I require an employee to start before or during the 15-minute grace period, I understand the employee must submit a TAF to be paid for that time.
- If my employees do not punch in and out for lunch, I understand that after half their shift (4 hours for an 8-hour shift and 5 hours for a 10-hour shift) a lunch will be automatically deducted.
  - I further understand that if I do not allow an hourly employee at least a 30-minute uninterrupted lunch, then I am authorizing overtime for the entire length of the lunch. I will approve the employee's submitted TAF.
  - I understand that if an hourly employee needs additional lunch time that they must submit a notice of leave prior or work with me to flex their schedule.

I confirm that I have attended an information session for the KABA time keeping system. I also confirm that I understand the policies and procedures about how the KABA time keeping system functions, and how it affects me and my employees. If I have any questions, I should contact my supervisor or Time & Attendance Specialist.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
SAP#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature