

 <p><b>Work Shift and Attendance Procedures</b></p>	Document Owner:	Human Resources	
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### 1. Objective

Establish the procedures applicable to management and attendance registry of all operations in EQB.

### 2. Legal Authority

For the execution of this procedure, the following laws and regulations must be complied:

- Law No. 184 of August 3, 2004, as amended, known as the Human Resources Administration Act of the Commonwealth of Puerto Rico
- EQB Administrative Order, Norms for the Administration and Time Registration
- EQB Administrative Order, Norms and Procedures for Correctives and/or Disciplinary Actions
- Personnel Regulation adopted for the Career Service of the Environmental Quality Board
- Collective Bargaining Agreement between the Environmental Quality Board and Union of Automobile and Aerospace Workers (UAW), Local 2337 UAW, in effect
- 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230 - Policy issued by the federal Office of Management and Budget titled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

### 3. Applicability

This procedure is applicable to all actions related to the compliance of the regular work shift and attendance of the employees assigned to career service (Management and Union members) of the Puerto Rico Environmental Quality Board as well as for transitory employees and/or by the day.

### 4. Organizational Roles and Responsibilities

It is the responsibility of each employee to faithfully comply with all the standards established in the Norms for the Administration and Time Registration Administrative Order, as well as with the Norms and Procedures for Correctives and/or Disciplinary Actions Administrative Orders and all the guidelines established in this standard operating procedure.



The units that participate in the management of this procedure are:

- EQB Employees - responsible for complying with the daily work shift and attendance standards. Each employee must register his/her attendance daily in the corresponding Attendance Terminal. Each employee is responsible for submitting for approval their time and supporting documentation no longer than two (2) days after the end of the week. It is the responsibility of every employee the prudent and restricted use of the benefits granted by the employer in addition to complying with the daily work shift.
- EQB Supervisors - enforce the work shift and attendance internal standards, in such manner that the necessary continuity and efficiency of the services rendered is maintained. Supervisors must evaluate and approve or deny the weekly time submitted by their employees no later than five (5) days after the end of the week.
- EQB Supervisor's Designated Employee – execute approval or denial process if EQB Supervisor is not available.
- EQB Office of Information Systems - ensures that the infrastructure of the electronic system works correctly and provides preventive maintenance of the equipment and technical support, as needed. Creates and maintain Task Profile ID's.
- EQB Human Resources Division - verifies compliance with the rules, standards and procedures of the attendance management and uses of established leaves. Updates in FiMaS the personnel approved working hours. Creates the Combo Codes needed to create the Task Profile Id's.
- EQB Budget Division – create the approved budget in FiMaS.

## 5. Definitions and Abbreviations

### 5.1 Definitions

Term	Definition
Allocation Base Hours	Hours that can be identified specifically with a particular Task Profile ID, as distinguished from Support Hours and Non-Working Hours that must be allocated among Task Profile ID through the Time Allocation Process. The hours considered as a basis to allocate Support Hours, Non-Working Hours, and Bonus.
Allocation Based Personnel	Personnel whose time can be directly identified with specific Task Profile IDs.
Attendance Terminal	Electronic clock located on each floor of the building in which the employee records assistance using his/her identification card and hand.
Bar code / Numeric code	Refers to the code printed on the employee identification card.
Electronic record system of assistance	Electronic method used to help employees register their daily attendance, using the terminal of assistance, his/her identification card and hand.



Term	Definition
FiMaS	Accounting system ensuring budgetary control and expenditure of all funds that represent sources of funding in the Agency.
ID Card	Identification Card used by the employees for the electronic registration of assistance in the Attendance Terminal.
Official Matter	Any management done to benefit the Environmental Quality Board and previously approved by the supervisor and/or the appointing authority
Previously Authorized Absence	Absence during the work shift, which is discounted from vacation leave, sick leave or compensatory time, if it is justified and previously approved by the supervisor.
Support Personnel	Supervisory and administrative personnel who's time cannot be directly identified with specific Task Profile IDs. Support personnel get their hours distributed through the Time Allocation process, except when they charge their time directly to Task Profile IDs where authorized.
Task Profile ID	A unique alphanumeric designation created to identify each federal grant, project, state program and/or Indirect Cost Pool. Allocation Based Personnel enter the corresponding Task Profile ID to the hours registered in the Timesheet from their time punches. Whereas Support Personnel do not identify the Task Profile ID during their Timesheet review, for their hours are going to be allocated to Task Profile IDs during the Time Allocation Process.
Time Allocation	A process that allocates Support Hours and Non-Working Hours in a manner that spreads then across Task Profile IDs proportionately to the benefit obtained by each as a function of an Allocation Base.
Timesheet	A tool used to capture 100% of an employee's daily activities, including Allocation Based Hours, Support Hours, Leave Without Pay, Non-Working Hours and Compensatory Time taken.
Work Shift	Labor period designated for the daily work of the employee. The regular daily work shift is 7.5 hours.

## 5.2 Abbreviations

Abbreviation	Term
RPA/PAA	Request for partial absence (also known as Previously Authorized Absence)
OM	Official Matter
EQB	Environmental Quality Board
TPI	Task Profile ID



## 6. Procedures Description

### 6.1. Regular Work Time Registry

Regular working hours are established in the Norms for the Administration and Time Registration Administrative Order.

6.1.1. The employee's work schedule is registered in FiMaS by Human Resource staff once the hiring process is completed as detailed in Standard Operating Procedure OP-0003.

- a. For an employee who his/her supervisor and Human Resources have approved a different work schedule, Human Resource staff will need to update such schedule in FiMaS.



*See Personnel Administration User's Manual for steps, descriptions and illustrations. Instructions for entering Employee Data into FiMaS*

### 6.2 Attendance Registry using the Electronic record system of assistance

All employees register the attendance using his/her employee identification card (ID card), by the specified hours and according to his/her work shift as established in EQB Norms for the Administration and Time Registration Administrative Order. Employees use the assigned Attendance Terminal located on each floor of the building.

6.2.1 To punch in, the employee slides the ID card in the external card reader.

- a. As an alternative to punch in, the employee enters his/her ID number at the Attendance Terminal.

6.2.2 When the Attendance Terminal LCD displays PLACE HAND and the verification lights LED lights on the top panel, employee lands and slides his/her hand forward on the platen surface, until the web post between the middle and index finger stops you.

- a. Keep your hand flat so that you feel the surface of the platen on the underside of your fingers.
- b. Close your fingers together so that each finger touches a guide pin. The red finger pin lights go out when your fingers touch the guide pins. If a light stays on, just move that finger until it touches the guide pin.
- c. If you wear a ring, be sure the stone is facing up in the normal position.



6.2.3 When employee is successfully verified, the reader will beep once and display OKAY and SCORE IS \_\_.

- a. A score under 30 means that he/she placed the hand correctly.

6.2.4 If the display shows \*\* TRY AGAIN \*\* employee is not verified. Employee may have made an error entering his/her ID number or placing the hand.

- a. Slides the ID card in the external card reader or re-enter the ID number and try again, taking care to place the hand properly.
- b. If he/she wears rings, be sure that the stone is facing up in the normal position.

6.2.5 If the employee has any setback or difficulty registering his/her assistance, notifies his/her supervisor immediately.

6.2.6 The Supervisor contact the Office of Information Systems for technical support, as needed.



*For detail steps to follow in the KRONOS Manual (HandPunch 4000).*

### **6.3 Attendance Registry Not Performed**

6.3.1 Employees who do not register the attendance in the terminal by the specified hours and according to his/her work shift, should notify immediately to his/her supervisor within the first hour of his/her arrival to the work area.

6.3.2 Employees need to register the missed punch in the FiMaS timesheet the day after the attendance was not registered.

6.3.3 Employees need to include in the comment section the reason for not being able to register their attendance on the terminal.

6.3.4 Employees have two (2) days after the end of the work week to submit the saved time and the required supporting documents to their supervisors. FiMaS timesheet will be updated with the Attendance Terminal punches the day after, so employees could choose to save and submit their time on a daily manner.

6.3.5 Employees need to account every day for the 7.5 hours per work shift.



*For detail steps to follow in the FiMaS application, please refer to the Kronos Interfase/Timesheet User Manual.*



#### **6.4 Attendance registry when employee is out of office on Official Matters**

- 6.4.1 Employees who do not register the attendance in the terminal by the specified hours and according to his/her work shift because he/she is out of the office on official matters, previously authorized by his/her supervisor, completes the Form RH-15-1, Registry of Official Matters.
- 6.4.2 Employees need to register the missed punch in the FiMaS timesheet the day after the attendance was not registered.
- 6.4.3 Employees need to include in the comment section the reason for not being able to register their attendance on the terminal and make reference to the information on the Form RH-15-1.
- 6.4.4 Employees have two (2) days after the end of the work week to submit the saved time and submit the required supporting documents to their supervisors. Time is available the day after so employees could choose to save and submit their time on a daily manner.



*For detail steps to follow in the FiMaS application, please refer to the Kronos Interface / Timesheet User Manual.*

#### **6.5 Attendance registry of absences for personal matters within the work shift**

- 6.5.1 Employees complete and submit to his/her supervisor approval a Form RH2015-01, Request for Leave and/or Partial Absence.
- For any leave request (i.e. vacation, sick, other) longer than one (1) day, the employee submits it immediately to the Supervisor for evaluation.
  - Signed Form RH2015-01 by the supervisor needs to be submitted to the Human Resource Office immediately for evaluation before leave is taken.
  - Employees are not allowed to charge time to the requested leave unless previously approved by the Supervisor and Human Resources.
- 6.5.2 The employee registers in the terminal of assistance the hour when he/she departs from the agency to attend his/her personal matters. If the employee returns to the agency, register the attendance again.
- The time used for personal matters is discounted from the appropriate leave (sick, vacation, compensatory time, other) as specified in the collective agreement indicated in Form RH2015-01 by the employee and approved by his/her supervisor.



*For detail steps to follow in the FiMaS application, please refer to the Kronos Interface/Timesheet User Manual.*



## 6.6 The Attendance Terminal /Timesheet Interface

Attendances registered daily in the Attendance Terminal by each employee are loaded automatically to PeopleSoft.

6.6.1 Weekly<sup>1</sup>, the employee proceeds to identify and enter the corresponding Task Profile Id (TPI) of the hours registered by the Attendance Terminal in his/her Timesheet.

- a. If necessary, employees enter non-working hours (sick, vacation, missed punch, compensatory time, etc.).

6.6.2 Employee submits the Timesheet via FiMaS, and the required supporting documents for his/her supervisor approval within two (2) days after<sup>2</sup> the end of the week.

6.6.3 Supervisors review and approve/deny the Timesheet in PeopleSoft within three (3) days after the submission of the Timesheet and supporting documents by the employee. If an employee is temporary assigned to work in another AO, the Supervisor of such AO is responsible to verify the hours registered by this employee. This process should not exceed of 5 days after the end of each work week.

- a. Validates that the information the employee submitted in the Time Sheet matches with the information registered in the biometric employee time clock.
- b. The AO Supervisor ensures that each employee entered a minimum of 7.5 hours daily, except for those employees working part time or overtime during weekends.
- c. If the employee is out on leave and submitted the Time Distribution information the Supervisor needs to complete the process for the employee.

6.6.4 If the Supervisor identifies an error, notifies the employee to make the corresponding correction.

- a. The only condition in which a Supervisor is allowed to make the corrections in the system is when the employee is not available to make the corrections. If the Supervisor or the employees are not available the External Resources Office personnel can make any corrections deemed necessary at that time.

6.6.5 Once the registered hours are validated and confirmed, the Supervisor provides electronic approval of the Time Sheet.

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<sup>1</sup> This step can be performed daily if the employee so chooses.

<sup>2</sup> If an employee is leaving on vacation they should complete the steps presented on section 6.6 the day they leave for vacation. They also need to issue a communication to the supervisor and copy Human Resources with the Time Distribution for the day they leave for vacation that will be uploaded to FiMaS while he/she is on leave.



6.6.6 Within two (2) days after<sup>3</sup> the end of the week of the 15<sup>th</sup> and 30<sup>th</sup> (or 31<sup>st</sup>, depending on each month) day of each month, the employee must print, sign and submit to the Supervisor the corresponding Punch Detail Report (from the 1<sup>st</sup> to the 15<sup>th</sup> or from the 16<sup>th</sup> to the 30<sup>th</sup> (or 31<sup>st</sup>, depending on each month)) with the rest of the supporting documents.

6.6.6.1 Example: For Monday 15

- a. The employee submits the corresponding Punch Detail Report (from the 1<sup>st</sup> to the 15<sup>th</sup>) to the Supervisor on or before Tuesday 23.

6.6.7 Within three (3) days after the submission of the Timesheet by the employee (the last day of the next week after the week of the 15<sup>th</sup> and 30<sup>th</sup> (or 31<sup>st</sup>, depending on each month) day of each month, the Supervisor signs and submits the Punch Detail Report to Human Resources Office, along with the supporting documentation previously provided by the employee to support all the attendance for the corresponding period.

6.6.7.1 Example: For Monday 15

- a. The Supervisor submits the corresponding Punch Detail Report (from the 1<sup>st</sup> to the 15<sup>th</sup>) with all the supporting document for that period to Human Resources Office on or before Friday 26.

6.6.8 Each Supervisor must designate an alternate employee who will be responsible of the review and approval/denial process described above, in case he/she is not available.

6.6.8.1 The designated employee will perform steps 6.6.3 to 6.6.7, as applicable, during the time required by the Supervisor.



*For detail steps to follow in the FiMaS application, please refer to the Kronos Interface / Timesheet User Manual.*

## **6.7 Task Profile ID Creation**

6.7.1 Once the Budget Division creates the budget in FiMaS for the new cooperative agreement, they notify the staff at the Human Resources Division so they can create the Combo Codes.

6.7.1.1 This process needs to be performed at least five (5) days before the start of the agreement.

6.7.2 Once the Combo Codes are created the Office of Information Systems staff is informed so they can create the Task Profile ID.

6.7.2.1 This process needs to be performed at least three (3) days before the start of the agreement.

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<sup>3</sup> If an employee is leaving on vacation they should complete the steps presented on section 6.6 the day they leave for vacation. They also need to issue a communication to the supervisor and copy Human Resources with the Time Distribution for the day they leave for vacation that will be uploaded to FiMaS while he/she is on leave.



6.7.3 External Resource staff notifies the supervisors of the new Task Profile ID available for the employees to report their effort.

6.7.3.1 This process needs to be performed at least one (1) days before the start of the agreement.



*For detail steps to follow in the FiMaS application, please refer to the EQB Administrator Time & Labor User Manual, Section called 18.3 and 18.4.*

### **|6.8 Task Profile ID – FIFO Methodology**

For funds that require to use the first funds available first the First In First Out (FIFO) Methodology was created. The State Revolving Fund projects the project personnel cost expenses can cross years up until the moment that all funds are depleted. Once depleted, personnel cost expenses will be charged to the next available project.

6.8.1 Once the funds are depleted the Validation report shows an error number 23.

6.8.2 The accountant will then reclassify the overdraft by creating a Journal Entry.

6.8.3 Once a project shows overdraft amounts, the Task Profile ID must be modified with the new project data and the effective date for applying such. Refer to section 6.7.





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**7.2 Form RH-15-1, Registry of Official Matters**



RH-15-1  
Rev.  
06/2013

**REGISTRO DE SALIDAS OFICIALES**

Área u Oficina		División		Semana	
(A)	(B)	(C)		(D)	(E)
Nombre del Empleado	Fecha	Horas		Descripción del Lugar y Actividad	Iniciales del Empleado
		AM	PM		

- (A) Escribir Apellidos y Nombre
- (B) Escribir la fecha correspondiente bajo el siguiente formato: mes/día/año
- (C) Indicar hora de salida y llegada
- (D) Indicar el lugar y la actividad
- (E) El empleado deberá inicial

Firma del Supervisor \_\_\_\_\_  
en \_\_\_\_\_

Recibida por la Sección de Asistencia

Firma del Gerente o Director del Área \_\_\_\_\_





**8. Tabular Summary of Procedure**

Step	Description	Official in Charge	Outcome	Time Required
6.1.1	Register employee's work schedule in FiMaS (for an employee who his/her supervisor and Human Resources have approved a different work schedule, update such schedule in FiMaS)	Human Resources	Employee's work schedule registration	1 day
6.2.1	Slide ID card in the external card reader (as an alternative, enter ID number at the Attendance Terminal)	Employee	Attendance registration (Punch in)	Daily
6.2.2	Land and slide hand forward on the platen surface when Attendance Terminal LCD displays PLACE HAND and verification LED lights show on top panel	Employee	Attendance registration (Punch in)	Daily
6.2.3	Reader beep and display OKAY and SCORE IS__	N/A	Successful verification	Daily
6.2.4	If display shows <b>**TRY AGAIN**</b> , repeat steps 6.2.1 to 6.2.2	Employee	Employee not verified due to error in Punch in process	If necessary
6.2.5	Notify supervisor immediately in case of any setback or difficulty registering his/her assistance	Employee	Supervisor notification	If necessary
6.2.6	Contact Office of Information Systems for technical support	Supervisor	Office of Information Systems support	If necessary



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Step	Description	Official in Charge	Outcome	Time Required
6.3.1	Notify supervisor immediately if attendance is not registered in the terminal by the specified hours and according to his/her work shift	Employee	Attendance registration not performed	Within the first hour of arrival to the work area
6.3.2	Register missed punch in FiMaS timesheet	Employee	Missed punch registration	Day after attendance was not registered
6.3.3	Include, in the comment section, the reason for not being able to register attendance on the terminal	Employee	Reason documentation	If necessary
6.3.4	Submit saved time and required supporting documents to supervisor	Employee	Saved time and required supporting documentation submission	Two (2) days after the end of the work week
6.3.5	Account every day for the 7.5 hours per work shift	Employee	7.5 hours per work shift	Daily
6.4.1	Complete Form RH-15-1: Registry of Official Matters if attendance is not registered in terminal by the specified hours and according to his/her work shift due to being out of office on official matters, previously authorized by supervisor	Employee	Registry of Official Matters Form completion	If applicable
6.4.2	Register missed punch in FiMaS timesheet	Employee	Missed punch registration	Day after attendance was not registered
6.4.3	Include, in the comment section, the reason for not being able to register their attendance on the terminal and make reference to the information on the Form RH-15-1	Employee	Reason documentation	If applicable



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Step	Description	Official in Charge	Outcome	Time Required
6.4.4	Submit saved time and required supporting documents to supervisor	Employee	Saved time and required supporting documents submission	Two (2) days after the end of the work week
6.5.1	Complete and submit Form RH2015-01, Request for Leave and/or Partial Absence to his/her supervisor for approval	Employee	Request for Leave and/or Partial Absence submission	If applicable
6.5.2	Register in terminal of assistance the departure time from the agency to attend his/her personal matters (if returns, register attendance again)	Employee	Attendance registration for personal matters	If applicable
6.6.1	Identify and enter the corresponding Task Profile ID (TPI) of the hours registered by the Attendance Terminal in his/her Timesheet (including non-working hours, if necessary)	Employee	TPIs identification and completion in the Timesheet	Weekly
6.6.2	Submit Timesheet via FiMaS and the required supporting documents to supervisor for approval	Employee	Timesheet and required supporting documents submission	Within two (2) days after the end of the week
6.6.3	Review and approve or deny the Timesheet in PeopleSoft (also applicable for employees temporarily assigned to his/her AO)	Supervisor	Timesheets approval or denial in PeopleSoft	Within three (3) days after Timesheet and supporting documents submission by the employee; process should not exceed five (5) days after the end of each work week



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Step	Description	Official in Charge	Outcome	Time Required
6.6.4	Notify employee to make the corresponding corrections, if an error is identified (supervisor is allowed to make the corrections if the employee is not available; External Resources personnel can make any corrections deemed necessary if Supervisor or employee is not available)	Supervisor	Corresponding corrections	If applicable
6.6.5	Provide electronic approval of the Timesheet	Supervisor	Timesheet electronic approval	Once registered hours are validated and confirmed
6.6.6	Print, sign and submit to Supervisor the corresponding Punch Detail Report (from the 1 <sup>st</sup> to the 15 <sup>th</sup> or from the 16 <sup>th</sup> to the 30 <sup>th</sup> (or 31 <sup>st</sup> , depending on each month)) with the rest of the supporting documents for that period	Employee	Punch Detail Report printing, signature and submission to Supervisor	Within two (2) days after the end of the week of the 15 <sup>th</sup> and 30 <sup>th</sup> (or 31 <sup>st</sup> , depending on each month) day of each month
6.6.7	Sign and submit the Punch Detail Report to Human Resources Office, along with the supporting documentation previously provided by the employee to support all the attendance for the corresponding period	Supervisor	Punch Detail Report signature and submission with supporting documentation	Within three (3) days after the submission of the Timesheet by the employee (the last day of the next week after the week of the 15 <sup>th</sup> and 30 <sup>th</sup> (or 31 <sup>st</sup> , depending on each month) day of each month
6.6.8	Designate an alternate employee who will be responsible of the review and approval/denial process described above, in case he/she is not available	Supervisor	Alternate employee designation	One time or as required
6.7.1	Create budget in FiMaS for the new cooperative agreement and notify Human Resources staff so they can create the Combo Codes	Budget Division	Budget creation in FiMaS and notification to Human Resources staff	At least five (5) days before the start of the agreement



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Step	Description	Official in Charge	Outcome	Time Required
6.7.2	Create Combo Codes and inform the Office of Information Systems so they can create the Task Profile ID	Human Resources	Combo codes creation and notification to Office of Information Systems	At least three (3) days before the start of the agreement
6.7.3	Notify supervisors of the new Task Profile ID availability	External Resources	Supervisors notification	At least one (1) day before the start of the agreement
6.8.1	Validation report shows an error number 23	Finance Division	Error in Validation report	Once the funds are depleted (1 day)
6.8.2	Reclassify overdraft by creating a Journal Entry	Finance Division Accountant	Overdraft reclassification	Once Validation report shows an error number 23 (1 day)
6.8.3	Modify Task Profile ID with the new project data and effective date for applying such – Refer to section 6.7	Budget Division Human Resources External Resources	Task Profile ID modification	Once project shows overdraft amounts (1 day)



**9. Document Revision Table**

<b>Revision Number</b>	<b>Revision Date</b>	<b>Section</b>	<b>Modification</b>	<b>Justification</b>
1	05/05/2010	All	New Procedure	New Procedure
2	06/21/2010	All	Incorporate EPA's recommendations	According to EPA document was lacking some information
3	02/02/2011	All	Incorporate EPA's recommendations	According to EPA document was lacking some information
4	10/03/2014	All	Update Procedure to reflect interface between KRONOS and FiMaS	Update procedure
5	10/29/2015	All	Changes in current process	Internal controls strengthening and enforcement



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