



Standard Operating Procedure Los Angeles Unified School District Food Services Division



SOP#:		Author:	Fabricio Tenorio	Date:	10/29/15
Major Process	Payroll Processing				
Process	Time Reporting				
Sub Process	Sign-In and Out Procedures				

I. Process/Scope Overview:

The purpose of this process is to outline the procedures for payroll/time-reporting and related issues for the Food Services Division.

II. Policies:

These policies do not replace or supersede the Districts', Personnel Commission Rules, Collective Bargaining Agreements policies. These rules are additions to those in the Food Services Division Employee Handbook.

General Rules

A. Sign In and Out

1. Hourly (non-exempt) employees must sign in and out daily at their actual time of arrival and departure on the time card/timesheet, electronic time system, etc. or the appropriate time reporting record. Exempt employees must initial their daily attendance.
2. Central office employees who are out in the field and cannot sign the time record must sign in and/or out for each day when they return to the office the following work day.
3. Food Service Training Specialists, Area Food Services Supervisors or any other central office employees who are working in the field must call in and indicate their beginning time and location to the immediate supervisor or designee. Calling in will serve as the official start time in the morning and calling out will serve as the official out time at the end of the day. If you work past your normal work time leave a message on the designee's voice mail at call-out.
4. Employees must verify their official time record (cards, sheets, electronic cards, etc.) for accurateness and sign it at the end of each pay period. **All time must be verified prior to signing.** This includes exempt employees as well.
5. Time records are official payroll documents and they may not be signed by anyone other than the employee.
6. By signing I certify and agree to all necessary processing and adjustment that will reflect all time entered above. Once all necessary adjustments are processed, I agree and authorized that any unearned wages paid as result will be collected from The next paycheck.
7. If an error is made, line through the error with a red pen, and indicate the correct information. **Do not use white out.**
 - a. **Electronic Time Cards** – both the employee and the supervisor must initial all corrections. If an employee forgets to punch in or out, they must punch the card twice at the next appropriate time, line through the incorrect

or missed time and record the correct time. Both the employee and the supervisor will then need to initial the correction.

- i. Example: John begins work at 6:30 am and forgets to clock-in he remembers at 8:00 am and goes back to clock-in. He will line through 8:00 am and write-in 6:30 am. The supervisor and John will both initial the correction.
8. If an employee is absent a partial workday, the employee must sign-in at their actual arrival time and sign-out at the actual time that s/he is leaving for the day.
- a. **Example:** An employee's assigned hours are 7:30 am to 4:00 pm. This employee receives an invitation from Employee Recruitment Department for a district promotion test or interview during the workday. The employee must notify his/her immediate supervisor at least two days in advance and complete **Form No. 60.NON-ILL** (Appendix A) for his/her immediate supervisor to sign. S/he plans to be off for 3 hours.

On that day, employee reports to work at 7:30 am and leaves the office at 9:00 am, then returns to the office at 12:00pm and continues working until the end of day. The time card/sheet should be completed as such: In at 7:30 and out at 4:00 pm. The employee will also need to use a red pen to indicate "Miscellaneous Time (MS) 3 hrs" for that day on the time card/sheet. The time card/sheet must match the Form No. 60 NON-ILL submitted.

Electronic Time Cards: the employee should clock in, then out at 9am, back in at 12pm and out again at the end of the day indicating the time between 9am and 12pm as "Miscellaneous Time (MS) 3 hrs" with a red pen.

- b. **Example:** An employee is late by 3 min, the employee must sign-in at 7:33 am an not 7:30 am.
9. The immediate supervisor/Food Service Manager/Administrator/designee in each department and cafeteria must verify the time records for his or her site before time is paid. **Note:** School Cafeteria Managers should perform this process every Friday.

B. Furlough Days

1. Furlough Days are negotiable. When and if there will be furlough days for staff in Units C, D, E, S and District represented staff will be determined by the Unions and the District. No furlough days may be taken in advance of the release of notification of the approved/agreed upon days.
2. Employees with time sheets/time cards must indicate "FH" for furlough in the appropriate section for the day. Locations with electronic time cards need not clock in or out for the "FH" days/days not worked.
3. ALL EMPLOYEES Exempt and Non-Exempt must complete the electronic version of Form No. 60. (NON-ILL) to record all furlough days requested or days designated by the District.

C. Overtime or Additional Time Request

1. Overtime or additional time must be pre-approved by the appropriate supervisor/Area Food Service Supervisor/Deputy Director/Designee prior to working the time. When overtime or additional time is worked, the actual departure time must be recorded on the time card/sheet, electronic time system, etc. or the appropriate time reporting records.
2. The Timekeeper is only allowed to report an employee's overtime or additional time with approved documentation signed by the appropriate supervisor. See Bargaining Unit Contracts, Classified Employee Handbook or Food Services Divisions' Employee Handbook and SOPs.

III. Responsible Individuals/Department:

- A. Employee
- B. Food Service Managers
- C. Supervisors and Management
- D. Timekeeper

IV. Frequency/Timing:

Daily

III. Record Keeping Requirements:

- A. Time Card/ Cafeteria Timesheet (FSB Form # 38.57)/Electronic Time Clock
- B. Form No. 60. ILL – Certification/Request of Absence for Illness, Family Illness, New Child
- C. FMLA -5 – It is possible your absence is FMLA/CFRA (more than 3 days)
- D. FMLA -6 – It is possible your absence is FMLA/CFRA (Intermittent)
- E. FMLA 3.2 – FMLA Certification of Health Care Provider
- F. Form No. 60. NON-ILL – Certification and/or Request of Absence for Non-Illness
- G. Food Services Division Employee Handbook

IV. Monitoring:

- A. Immediate Supervisor/Cafeteria Manager/Administrator must monitor and verify all time records.
- B. Timekeeper must report the discrepancy between the time card/sheet vs. payroll related document.

V. Related Training and Recommended Classes:

- A. Time, Leaves, AWOA, and AWOL module of the Manager Certification and On-Boarding Courses

VI. Related documents/Reference Material:

- A. Personnel Commission Rules
- B. Collective Bargaining Agreements
- C. CA Labor Code Section 233
- D. Payroll Concept Manual

VII. Key Support Contacts:

- A. Timekeeper
- B. Human Resources Department

Attachments

- Appendix A

I. Revision History

Action	Date	Name
A. Created	11/05/09; 06/01/10; 04/26/11	Stephanie Ou
Added Comments From	12/10/09; 06/01/10; 04/26/11	Timikel Sharpe
Added Comments From		
II. LAUSD Food Services Approval		

Authorized by: _____

Date: _____