

## CERTIFICATION OF TIME CARDS AND ABSENCE REPORTS

All classified employees are responsible for the accurate completion of time cards and absence reports. It is the responsibility of each manager to review and certify the accuracy of time card and absence reports.

The following procedures describe requirements regarding reporting of time card hours and absences, employee and management responsibilities for time cards and absence reports, and the consequences associated with improper reporting of hours and absences.

### Certification of Timecards

#### Employee's Responsibility

Employees must fill out all timecards completely, accurately, and in ink. Timecards submitted in pencil will be returned. The employee must sign his/her own timecard. An employee's signature certifies that all of the information is correct and that he or she actually worked the hours reported on the days indicated and in the month reported.

If an employee is unable to sign the timecard due to illness or extenuating circumstances, the Manager or designee must attach a written explanation to the timecard and submit it to the site Payroll Office. The timecard will then be marked "not available for signature" and approved by Payroll.

#### Management's Responsibility

When a manager or designee signs an employee's timecard, it is the manager's or designee's responsibility to certify the following:

1. To the best of the manager or designee's knowledge, the employee worked the hours reported on the days and month indicated.
2. The work was necessary to contribute to the College's/District's mission and purpose.

Managers and designees should also ensure that timecards are completed accurately in ink and submitted on schedule to the Payroll Office in order to ensure paychecks are distributed on time.

#### Designating Approval Authority

Managers should submit a list of employees who have been designated to approve timecards in their absence to the College and District Payroll offices. The designee should sign his/her own name on the timecard as follows "Jane Smith for John Dean".

#### Pay Increases

Please note that all pay increases must be approved and authorized by the Governing Board. No manager or designee is authorized to effectively give an hourly or monthly employee a bonus or a raise by:

1. Authorizing the employee to report additional hours he or she has not actually worked;
2. Making payment to the employee from local funds held at the College or District; or
3. Making payment to the employee by any method to avoid submission of a timecard.

### Falsification

Falsification of a timecard is falsification of a government record which is a crime under California law pursuant to Government Code §6200-6203 and may also constitute unlawful forgery under Penal Code §470. Falsification includes but is not limited to:

- reporting hours that one did not actually work
- submitting a timecard for a fictitious employee
- continuing to submit timecards for an employee that no longer works in the District
- submitting a timecard with an unauthorized or forged manager's or designee's signature
- reporting hours worked not on the actual days worked but on different days in order to avoid exceeding the 165 day limit
- submitting a timecard with an unauthorized position

### Consequences

The above guidelines represent the District's procedure regarding certification of timecards. The guidelines have been issued to clarify employees' and managers'/designees' responsibilities to avoid inadvertent violations of policies or state law. Employees found falsifying timecards or manager's/designee's knowingly certifying false timecards may be subject to disciplinary actions including termination and may also be subject to criminal prosecution.

## **Certification of Absence Reports**

### Employee's Responsibility

All absences are to be reported in accordance with the guidelines set forth for each classification of employee. Employees are responsible for knowing these guidelines and for reviewing and signing monthly absence reports.

The employee must sign his/her own absence report. An employee's signature on the absence report certifies that all of the information is correct and that he or she has included all reportable absences on the days indicated and in the month reported.

If an employee is unable to sign the report due to illness, extenuating circumstances, or is not scheduled to work, the Manager or designee must notify the site Payroll Office. The absence report will then be marked "not available for signature" and approved by Payroll.

### Management's Responsibility

When a manager or designee signs an employee's absence report, it is the manager's or designee's responsibility to certify that to the best of the manager or designee's knowledge, the employee has included all reportable absences.

Managers and designees should also ensure that absence reports are completed accurately in ink and submitted on schedule to the Payroll Office.

### Falsification

Falsification of an absence report is falsification of a government record which is a crime under California law pursuant to Government Code §6200-6203 and may also constitute unlawful forgery under Penal Code §470. Falsification includes but is not limited to:

- under-reporting or failing to report vacation, sick, personal necessity, or bereavement leave
- reporting sick, personal necessity or other types of leaves without having met the requirements described in the union contract or management personnel manual
- submitting an absence report with an unauthorized or forged manager's or designee's signature

### Consequences

The above guidelines represent the District's procedure regarding certification of absence reports. The guidelines have been issued to clarify employees' and managers'/designees' responsibilities to avoid inadvertent violations of policies or state law. Employees found falsifying absence reports or manager's/designee's knowingly certifying false absence reports may be subject to disciplinary actions including termination and may also be subject to criminal prosecution.