

City of Los Alamitos Administrative Regulation

Regulation: 1.1

Title: Time Sheet Policy

Authority: City Manager

Date: December 6, 2004

Revised: October 20, 2025

DocuSigned by:

Chet Simmons

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Chet Simmons, City Manager

- 1. Purpose:** To provide consistent standards for preparing, submitting, and approving employee time sheets. Accurate reporting ensures compliance with the City's payroll practices.
- 2. Scope:** This policy applies to all City of Los Alamitos employees, including full-time, part-time, and seasonal. Consultants will have their own time sheet managed by the agency contracted with the City.
- 3. Policy:** Employees are required to accurately record their hours worked and leave through the City's designated online timesheet system UKG. Supervisors are responsible for timely review and approval to ensure payroll accuracy and compliance with the Department Head signing final approval.
- 4. Procedures:**
 - A. Recording Time**
 - Employees shall record actual hours worked each day minus the lunch hour.
 - Paid and unpaid leaves (sick, vacation, holiday, jury duty, etc.) must be clearly indicated.
 - Overtime must be pre-approved in accordance with the City's Overtime Policy.
 - Paid time off, Administrative pay, Floating time off must be preapproved by the Manager or Director before it is taken. On occasion, the Manager or Director may approve this time off on their time sheet on a case – by – case basis.
 - All sick time must be recorded on the timecards in UKG.
 - B. Submission Deadlines**
 - Each Department will have an internal schedule for employees to submit time sheets for the supervisor/manager/director's approval. This internal schedule should coincide with the deadline for final approval in the City's designated time sheet system.

- Time sheets must be approved in the City's designated timesheet system no later than **12:00 p.m. on Monday following the end of the pay period**, unless otherwise directed.
- Late or incomplete time sheets may result in delayed pay.

C. Supervisor Review and Approval

- The Department Director, their Manager, and their designee must review time sheets for accuracy and completeness prior to approval.
- Any discrepancies should be corrected with employee acknowledgment before final approval of their timesheet. Any concerns should be forwarded to the Finance Department.
- Supervisors, Managers, or Directors may alter an employee's time sheet, and must notify the employee in writing.
- The Department Head is the final approver of their employees' timesheet on the City's designated timesheet system unless notice is given to the Finance Department.

D. Corrections and Adjustments

- Errors discovered after submission must be reported to the employee's supervisor immediately.
- Adjustments to an employee's pay will be recorded and adjusted during the following pay period, unless it is a termination.
- Adjustments will only be processed with proper documentation and approval by the Department Director.

5. Compliance: Failure to submit accurate time sheets, falsification of time records, or repeated late submissions may result in disciplinary action, up to and including termination, consistent with City Personnel Rules and applicable labor agreements.

6. Responsibilities:

- **Employees:** Complete and submit accurate time sheets on time online by the Sunday of the pay period end date.
- **Supervisors/Managers/Directors:** Review and approve timesheets in the City's UKG payroll system by 12 PM on Monday following the pay period end date.
- **Finance/Payroll Division:** Process payroll based on approved time sheets.