



Mike DeWine, Governor
Jon Husted, Lt. Governor

Office of Budget and Management

Kimberly Murnieks, Director

Central Service Agency Payroll Processing Procedures OAKS Self-Service Agencies

1.1 Authority

O.R.C. § 125.22 (A) through (F)

1.2 Scope

These payroll processing procedures are applicable to all Central Service Agency (CSA) member boards and commissions that utilize OAKS Self-Service as the Automated Timekeeping System.

1.3 Procedures

1.3.1 Timesheets

Each board/commission (B&C) ensures an accurate biweekly pay period timesheet is maintained for every employee using a dual system of a timesheet document (e.g., excel spreadsheet) and the OAKS Self-Service system. Employee timesheet documents track the following:

- a. Actual hours worked to include the time of day the employee began and ended work. The individual B&Cs may determine if their employees must track start and end times for unpaid meal periods.
- b. Leave time used.
- c. Overtime (OT) hours worked/compensatory time earned:
 - i. OT eligible employees accrue overtime compensation or compensatory time when in active pay status for more than 40 hours in a calendar week. Active pay status does not include sick leave. Overtime hours worked and compensatory time earned are accrued on a time and one-half basis.
 - ii. OT exempt employees accrue compensatory time on an hour-for-hour basis for hours over 80 in a pay period.
- d. Any leave without pay that may occur during the pay period.
- e. Flex time earned and used throughout the week (i.e., OT eligible employees) or pay period (i.e., OT exempt employees).

Employee timesheets in OAKS track the following:

- a. Number of hours worked:
 - i. Employees that are on an assigned schedule in OAKS Human Capital Management (HCM) should not enter flex time into the OAKS timesheet and should maintain their hours through Requests for Leave (RFLs).
 - ii. Employees that are not on an assigned schedule will enter their actual hours directly into OAKS. This includes part-time and intermittent employees.
- b. Leave time used, including leave without pay.
- c. Overtime (OT) hours worked/compensatory time earned.
- d. Applicable municipal tax code(s) when an employee works in a location other than their primary/default work location.

Board and commission member hours are entered directly in the OAKS timesheet by date.



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A timesheet document is not completed for employees on a leave of absence. CSA enters hours in the employees' OAKS timesheets based on the applicable leave program.

Employee timesheet documents should be signed by the employee to certify that it is an accurate record of their time. Timesheets must be approved by the supervisor, Executive Director, or designee. These records must be maintained in the respective B/C's files. There may be times CSA or an auditor will request a copy to verify hours.

OAKS HCM assigned schedules and direct entry of hours into the OAKS timesheets generate payable time in HCM. Payable time must be approved by the supervisor, Executive Director, or designee no later than close of business on the Tuesday following the end of the pay period.

Executive Director timesheet documents may be approved via email or signature by the B/C chair. In these instances, CSA retains a record of the Executive Director's timesheet and approval in the payroll file. CSA then approves the payable time in OAKS on the B/C chair's behalf.

B&C timekeepers should assist in ensuring there is a completed timesheet for all employees and payable time is approved for the previous pay period.

1.3.2 Requests for Leave (RFLs)

Full-time and part-time permanent employees enter RFLs (including overtime and compensatory time earned) in OAKS Self-Service by close of business on the Monday following the end of the pay period. The employee's supervisor, Executive Director, or designee timekeeper verifies availability of leave, then approves all RFLs by 12:00 p.m. of the Tuesday following the end of the pay period. In the event an employee is not able to enter their own RFL, the supervisor or designee may apply the leave directly to the employee's OAKS timesheet, or request CSA to do so.

1.3.4 OAKS HCM Processing

Beginning on Monday following the end of the pay period, CSA will monitor unapproved RFLs and will contact B&C timekeepers about requests that still need to be approved. Starting on Tuesday, CSA will monitor unapproved payable time in addition to RFLs and contact the B&Cs as necessary. Any remaining unapproved RFL or payable time on Wednesday or later may be approved by CSA to ensure continuation of payroll processing.

CSA runs a series of HCM queries to review exceptions and correct discrepancies in payroll data beginning Tuesday morning through Friday morning according to the CSA Payroll Processing Checklist and best practices. Hours worked and/or leave hours used are monitored for compliance with applicable state and federal laws and current bargaining unit agreements. CSA also posts any miscellaneous HCM entries (e.g., taxes, benefits) that may impact an employee's paycheck by Thursday of payroll processing week. A completed CSA Payroll Processing Checklist and any relevant reports and/or supporting documentation will be maintained in the CSA payroll files.



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1.3.5 Adjustments and Corrections

All adjustments and corrections of hours after Tuesday must be made by CSA. Such changes may include, but are not limited to, the type or amount of leave used, and calculation of OT and/or extra hours paid at straight. CSA will notify the B&C of the need for the correction and request authorization for the change. If CSA is unable to obtain authorization by the time payroll closes, CSA reserves the right to make the appropriate correction. Any discrepancies will be resolved on the next payroll cycle. CSA will make any necessary corrections to the OAKS timesheet and will record an explanation in the comments. A record of any requests for prior pay period adjustments will be maintained in the CSA payroll files.

1.4 Paychecks

The Department of Administrative Services (DAS) Payroll finalizes processing information entered into OAKS on the Friday following the end of the pay period and submits it to the Office of Budget and Management for financial approval, and paycheck generation.

Pay statements are available online through myOhio self-service on the Monday of pay week. Paychecks are electronically deposited on Friday of pay week.

1.5 Reconciliation

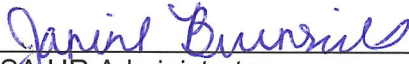
Following payroll processing week, CSA runs and distributes a payroll register to each board and commission. The B&Cs are responsible for completing their own reconciliation of payroll records.

1.6 Contact

The CSA Human Resources Administrator is available for consultation or questions regarding the OAKS Self-Service Payroll Processing Procedures.

1.7 Revision History

Date	Description of Change
2/19/2013	Initial procedures issued
5/1/2023	Revisions to procedures issued


CSA HR Administrator

5/1/2023
Date


Reviewer

HR Director
Title

5/1/2023
Date