



Employees must report their own time worked using the Employee Self Service located on KDADS' intranet site. Employees may enter their time and leave on a daily basis. Time and Leave is submitted and processed on a bi-weekly basis; deadlines for submitting and approving Time and Leave shall be determined by Human Resources. All employees are required to complete their timesheet then electronically submit to their supervisor for approval. Failure to complete one's own timesheet or complete/approve the timesheet of each employee supervised may result in a delay of pay and/or disciplinary action.

Supervisors are required to obtain employee(s) signature anytime they enter or edit an employee's electronic timesheet.

Employees are required to sign a paper copy of the electronic timesheet either edited or entered by their Supervisor immediately upon their return.

Non-exempt employees: All hours worked shall be reported on the employee's timesheet. Time and Leave shall be reported in quarter hour increments (15 minutes). There can be no informal agreements with staff about not recording all time worked or rearranging time after the workweek ends. Please reference KDADS Overtime/Compensatory Time policy (10.6) and Rearrange Time (10.4) for further information.

Exempt employees: Leave shall be reported in four-hour increments. All exempt employees are required to complete and electronically submit their timesheet.

The agency requires strict adherence to the FLSA requirements. For more information regarding exempt or non-exempt status or the FLSA, please contact Human Resources.

References: Fair Labor Standards Act of 1938, 29 U.S.C.A § 201 et seq.; K.A.R. 1-5-21; K.A.R. 1-9-20