

BULLETIN

NO.: 24-149
DATE: October 2, 2024
TO: All Personnel
FROM: James Gaboury, Assistant Fire Chief, Business Operations
Daniel Eddy, Assistant Fire Chief, Emergency Operations
SUBJECT: OneSD Time Entry Expectations and Procedures

Recently the Department has seen an increase in the number of overdue time approvals and late time entries in OneSD. Unapproved time, late time entries, and missing time entries have a significant impact and cause additional work for Payroll staff. The practice of entering time several days after the time worked is unacceptable and negatively impacts the Department's commitment to meeting Department of Finance deadlines for citywide payroll approval.

Per the L145 Memorandum of Understanding, Article 1, Section I., "Employees must adhere to the Employee Time Entry and Approval deadlines."

Although some extenuating circumstances may occur, it is expected that employees enter time worked each shift or work period in accordance with Department and City policy, and the OneSD procedures below:

- All personnel shall accurately submit OneSD time entries every shift or work period. If an employee needs to leave work due to illness, injury, etc., the employee shall enter time immediately upon return to duty and notify the appropriate supervisor of the late entry needing approval.
- Employees are responsible for entering time prior to leaving on vacation or other planned leave.
- Supervisors shall approve OneSD entries for all personnel under their command every shift or work period. Telestaff should be referenced to ensure the accuracy of time entries.
- Operations supervisors shall ensure personnel under their command have accurate and approved OneSD entries for the entire pay period prior to going on days off.
- Any employee making a late entry or a change to previous time entries shall send an email to the first and second level supervisor to ensure time is approved. If the first and second level supervisors are not scheduled for duty before the approval deadline, any on duty supervisor may review and approve the time.
- Employees are required to enter their own time; if unavailable to do so due to justifiable reasons (i.e. deployment), a Department Payroll Specialist can enter the time if provided written documentation indicating hours worked and approved by a supervisor with the reason for being unable to enter time.

Please route any questions through the chain of command.