S.O.P. #:   PERSONNEL 29

SUBJECT: PAYROLL REPORTING SYSTEMS & ATTENDANCE

DIVISION: CAREER PERSONNEL

Objective: A guideline for maintaining Station Journals and information to assist in the completion of the Computerized On-Line Time and Attendance (OLTA) and TeleStaff.

Section 1:   Electronic Station Journals

A.   Journal entries shall be

    1.   made only by a company officer, and

    2.   maintained in a uniform manner

B.   Everything pertaining to the administration of or in the best interest of the Fire Department shall be carefully noted.

C.   The Journal shall be an accurate history of all activities and operations of the particular station for that day. When a Fire Incident Report is completed, the incident is recorded on the daily page.

    1.   Apparatus log – all activity pertaining to all apparatus assigned to respective stations other than routine in station maintenance.

    2.   Apparatus Scheduled Maintenance – record of shift and completion date that normal routine in-station maintenance is performed i.e.: chassis, wax, hose change, salvage covers and ladders.

    3.   Breathing Apparatus – all information pertaining to assigned breathing apparatus

    4.   Emergency Systems – Weekly alerting systems checks, CO detectors, Generators).

    5.   Equipment Maintenance Form 189 – Listing of all 189's submitted for assigned apparatus with appropriate dates.

    6.   Fuel Log – receipt of bulk deliveries and daily gas/diesel dispensing.

    7.   Hose Inventory – test dates and hose repairs.

    8.   Hydrants – Location of all hydrants in area of responsibility and routine maintenance schedule

    9.   Inspection – record of all inspections, re-inspections, company tours and fire surveys made by the company.

    10. Locker + Turn-out Rack Assignment.

    11. Shift Rosters – all information pertaining to each individual assigned (by shift).

        a.   personal information
          1. First name, middle initial, last name
          2. Rank

       3. Telephone, 1st contact number
       4. Telephone, 2nd contact number
       5. Address
       6. City, County, State and Zip Code
       7. Mileage from Home to Duty Station
       8. Employee ID Number – example – C000000
       9. Employee Payroll ID Number – example – 000000 (found on paycheck, TeleStaff, or OLTA)
      10. E-mail address

     b. vacation and leave days
     c. sick leave, sick family, accident leave, military leave, bereavement
     d. comp time and overtime
     e. details
     f. higher classification
     g. special training – include mandatory ALS, BLS recertification for EMS
     h. qualifications – medical/suppression
     i. clothing record – all county issued clothing

12.   Station Log –
     a. List of all routine and non-routine maintenance for station
     b. List of all routine and non-routine and station equipment
     c. Station Repair Requests – BSR Forms

13.   Training – record of all in-station training including the number present, both suppression and EMS.

14.   Specialized Station Activity – Log of information pertaining to any specialized activity (i.e. HM114, ATR.

D.   The "Daily Page" will include the same information required on the OLTA system, also an accurate record of each apparatus response, including the information listed below.

   1. Record of personnel on-duty and off-duty times

   2. Overtime earned with date and personnel detailed in and detailed out

   3. Emergency and Non-emergency response information will include:

     a. apparatus responding
     b. response number
     c. location
     d. incident number
     e. dispatch time
     f. type of call

      Example: E-1 (47) 906 York Road, 03746 1321 Hrs. Medical

   4. Listing of daily fuel activity – meter readings, stick reading, gallons of fuel available and fuel deliveries.

E.   It is permissible for journals to be reviewed by station personnel, only while in the presence of a company officer.

F.   All Station journals will be stored at the station. The current Electronic Station Journal will be electronically backed up weekly on issued portable thumb drives.

G.   The station journals are a back-up for OLTA.

Section 2:   On Line Time and Attendance System (OLTA)

A.   The OLTA system was designed primarily as a means of recording attendance and also the prompt transmission of this information to the Administrative Services Division. The system accurately maintains all employee records related to leave usage (vacation, sick, personal, accident and military) and comp hours, vacation accrual, and sick day accrual (from previous years). Other built-in functions include: location productivity record, location platoon record, station rosters, and a means of determining staffing status/shortages.

   1.   Processing of employees' records of both uniformed and civilian personnel.

   2.   Availability of leave activity for each person for the calendar year.

   3.   Daily attendance reporting will provide for automatic updating of employee leave data providing such information is entered on the Daily Attendance Report.

   4.   Entering of new employee records requires the entry of all information by Administrative Services including leave credits. Automatic application of leave credits by the system only occurs on January 1 of each year.

B.   The OLTA System will be under the direct control of Administrative Services. They will submit a request for a password to be issued for each officer in the Department, which will give them access to the System.

   It is important that the integrity of the system is kept. Each officer will be held responsible for his/her password & its use. It should be noted that your password is for your use only and under no circumstance shall it be given out to anyone. You will be held accountable for the information entered under your password. Any system failures or abuse of the system will be corrected and dealt with by Administrative Services and the chain of command.

   Changes to leave usage of field personnel will be handled by the location where that person is assigned and not Administrative Services. Administrative Services will maintain and update all employee record information and will control access and passwords, except for the end of year balancing.

   Officers are responsible for certain areas of payroll for employees assigned to their section or division. They include all leave records, overtime and callbacks. It is important that this information be complete and accurate. If an employee earns overtime or callback, it is the responsibility of the on duty officer in charge where the employee is working to enter the payroll makings.

   Transmitting data in the system carries the same weight of approval as a signed document.

   OLTA should be completed by each station, division and shift by 1000 hours (day) and 1900 hours (night) unless the station is unattended.

C.   Sign-on

   1.   Access the Baltimore County HOD Mainframe through the County Intranet or from the icon found on Computer desktop.

2.   The County HOD sign in page will appear with the cursor in the "User ID Field". To access the OLTA system - enter your "User ID" and "Password" then click the "Log On" button.

   a.   If an invalid password is entered into the system, it will show as "Invalid password, Retry". The second time an invalid password is attempted; you will be locked out of the system.

   b.   To reset your password you must call the Office of Information Technology (OIT) Help Desk at 410-887-8200.

3.   After you have logged on, simply select the "Mainframe Display" icon. This will take you to the Application Request page of the display. The only Application you will be allowed to enter is the "Z"   (PBCGTR01) FOR Z/OS 1.9 Production CICS SYSTEM.

   a.   Type the letter "Z" and press enter.

4.   A sign-on to CICS page will appear. You will be requested to enter USERID and PASSWORD in the appropriate fields then press ENTER.

5.   A blank screen will appear. Type the following "TA01" and press enter.

6.   The Time and Attendance page will appear. Type your last name and password and press the enter key to begin.

Section 3:   OLTA/TeleStaff AUDIT GUIDELINES

1.   OLTA is the most important administrative function that Officers are responsible for completing.

2.   OLTA should be completed without distractions, giving your full attention to the task at hand.

3.   Officers should equate the task of doing OLTA to writing out an employee's payroll check.

A.   Audits

The audit of OLTA/Telestaff shall be completed on the last day/night that your shift works prior to the close of the pay period.

1.   Example: A-Shift's last night is April 21, 2010. The pay period ends on Friday, April 23, 2010. The time period A-Shift must audit is April 5, 2010 through April 21, 2010.

2.   In simple terms, the audit must cover the period of time from the date of your last audit through the date of your current audit. This is necessary to review any activity by your personnel on their days off, i.e. Callbacks, Overtime earned after your shift has ended, Exchange Time.

   a)   If your second day in is a Friday before the payroll close, count back 14 days to the last night work of the prior payroll period to complete your audit.
   b)   If your second night in is a Monday before the payroll close, count back 10 days to the last day work of the prior payroll period to complete your audit.
   c)   If your second night in is a Friday before the payroll close, count back 17 days to the last night work of the prior payroll period to complete your audit.
   d)   If your second night in is a Wednesday before the payroll close, count back 17 days to the last night work of the prior payroll period to complete your audit.

3.   The task of completing the audit is made easier if you have two Officers available.

4.   To complete the audit follow the procedure,

a)   Open TeleStaff roster to your station and shift. Highlight all members of your shift including EMS Lieutenant/Captain and Battalion Chief/Division Chief as applicable. (see A below)

b)   Right click on any name. Drop down menu appears. Place cursor on Reports. Drop down menu appears. Left click on Personal. New window appears.

c)   Select the appropriate dates. Using A-Shift you would select 4/5/2010 and 4/21/2010. At the bottom of the window left click on view report. (see B below)
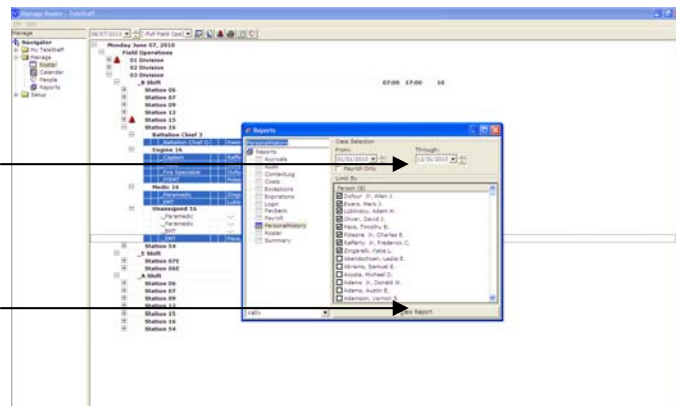
A

Highlight all members of your shift

Right click on any name. Drop down menu appears. Place cursor on Reports
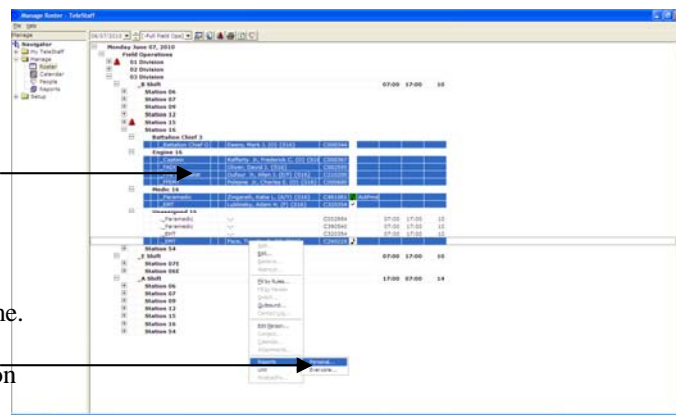
B

Select the appropriate dates for the audit

Click on view report

d)   Make sure all personnel from your station and shift are listed, and then print the report.

5.   Open OLTA and begin with the first name on your list. As previously suggested, it is easier and more accurate using two Officers. One Officer reads the activity from either OLTA or the Telestaff report and the other Officer confirms that there is an exact match.

6.   Any discrepancies in OLTA discovered before the pay period ends (while doing audit in the pay period) shall be corrected by the Officer in Charge before the pay period ends. A Form 369 is only generated if the pay period has closed and the OIC can't correct the payroll. It is required by the Officers submitting the Form 369 to identify the Officer who completed the audit or who made the

incorrect entry. TeleStaff is not currently locked out at the end of the pay period so it can be corrected when the discrepancy is discovered.

7.   Continue this process for each individual on your shift. Email your respective Battalion Chief/Division Chief that your audit for the period of (insert appropriate dates) has been completed with corrections made or completed without any discrepancies.

B.   Form 369 Payroll Changes

1.   Form 369 is to be completed and emailed to your Battalion/Division Chief. The Battalion/Division Chief will review the form, approve it and email it to Fire_admin.

2.   Officers are to review OLTA/TeleStaff on their next tour of duty following submission of a Form 369 to   assure that corrections have been made.

3.   There are times when the submission of a Form 369 is not due to an oversight or error. An example is when the pay period is closed early due to a Holiday, a Form 369 will be necessary for unscheduled callbacks, overtime, etc.

4.   The officer filling out the Form 369 must identify the officer was responsible for the original entry.

5.   A Form 369 may also be required when your shift ends (after completing an audit) before the pay period ends. You will have up to four dates where you will not be able to correct OLTA when your personnel have activity such as Callbacks, Overtime, Exchange Time, etc. The Battalion/Division Chief should closely review these cases and address them with the officer responsible for the initial entry. If warranted, the Battalion/Division Chief will use the progressive discipline process to insure documentation.

EMPLOYEE ATTENDANCE SYSTEM – LEAVE CODES

A ACCIDENT	M MILITARY
*B SICK, NO PAY	P ABSENT W/PERMISSION, W/PAY
*C COMPENSATORY LEAVE	*S SICK
E FURLOUGH	*SD SICK DOCTOR
*F OFFICIAL NON-WORK DAY	*SDE SICK DOCTOR EMERGENCY
G CONFERENCE/MEETING	T SUSPENSION, NO PAY
H HOLIDAY	U OFFICIAL UNION BUSINESS
J JURY DUTY	*V VACATION
K SUSPENSION DAY, WITH PAY	*X ABSENT W/OUT PERMISSION, NO PAY
*L PERSONAL	*Z ABSENT W/PERMISSION, NO PAY
	ZH HOLIDAY ADJ OFF

*NOTE: LEAVE CODES MAY BE MODIFIED WITH THESE SUPPIX CODES:
"L" = LATER   "R" = REPRIMAND   "PO" = PAYOUT (EXCEPT "S")

SICK FAMILY (SF)

CODE - DESCRIPTION

SFH HUSBAND	SFF FATHER	SFSF STEPFATHER	SFGF GRANDFATHER
SFW WIFE	SFM MOTHER	SFSM STEPMOTHER	SFGM GRANDMOTHER
SFN SON	SFB BROTHER	SFSB STEPBROTHER	SFGN GRANDSON
SFD DAUGHTER	SFS SISTER	SFSS STEPSISTER	SFGD GRANDDAUGHTER
SFO OTHER	SFP PHYSICIAN	SFPE PHYSICIAN EMERGENCY	

BEREAVEMENT (W)

CODE - DESCRIPTION

WGF GRANDFATHER	WF FATHER	WSF STEPFATHER	WFL FATHER-IN-LAW
WGM GRANDMOTHER	WM MOTHER	WSM STEPMOTHER	WML MOTHER-IN-LAW
WGN GRANDSON	WB BROTHER	WSB STEPBROTHER	WBL BROTHER-IN-LAW
WGD GRANDDAUGHTER	WS SISTER	WSS STEPSISTER	WSL SISTER-IN-LAW
WH HUSBAND	WN SON	WA AUNT	WNL SON-IN-LAW
WW WIFE	WD DAUGHTER	WU UNCLE	WDL DAUGHTER-IN-LAW
WET EXTEND TRAVEL	WSA SPOUSE AUNT	WSU SPOUSE UNCLE	WSGF SPOUSE GRANDFATHER
		WSGM SPOUSE GRANDMOTHER	

NOTES: USE SON AND DAUGHTER LEAVE CODES FOR STEPCHILDREN.
         CHECK M.O.U. AS LEAVE CODES DO NOT APPLY TO ALL BARGAINING GROUPS.
         USE "SY" AND RELATIONSHIP FOR SICK FAMILY LEAVE TAKEN UNDER FMLA.

EMPLOYEE ATTENDANCE SYSTEM – LEAVE CODES

FMLA CODES USED TO RECORD LEAVE TAKEN UNDER THE FAMILY AND MEDICAL LEAVE ACT.
SUFFIX EACH FMLA CODE WITH A RELATIONSHIP CODE. USE "Y" FOR SELF.
EXAMPLES: "SY" = FMLA SICK LEAVE FOR SELF. "SYW" = FMLA SICK LEAVE FOR WIFE.

LEAVE TYPE	CODE	SUFFIX	RELATIONSHIP
ACCIDENT	AY	Y	SELF
SICK, NO PAY	BY	YP	SELF PHYSICIAN
FURLOUGH	EY	YFP	FAMILY PHYSICIAN
OFFICIAL NON-WORK DAY	FY	YD	DAUGHTER
HOLIDAY	HY	YF	FATHER
PERSONAL	LY	YH	HUSBAND
ABSENT W/PERMISSION, W/PAY	PY	YM	MOTHER
SICK	SY	YN	SON
VACATION	VY	YW	WIFE
ABSENT W/OUT PERMISSION, NO PAY	XY		
ABSENT W/PERMISSION, NO PAY	ZY		
COMPENSATORY	CY		

EMPLOYEE ATTENDANCE SYSTEM – FIRE ACTIVITY CODES

LEAVE TYPE	CODE
EXCHANGE IN	EI
EXCHANGE OUT	EO
BATTALION CHIEF ON	BCON
BATTALION CHIEF OFF	BCOF
ADMINISTRATION	LDAD
OTHER TRAINING REQ.	OTR