

TimeClock Audit Follow-Up

Objective

Determine if City management implemented the four (4) recommendations made in an earlier report, TimeClock Audit (Project# 2017-07).

What Was Found

Prior Recommendation #1: Management should enforce required employee and management approval of hours.

Status: Partially Implemented

Most departments significantly reduced the number of missing employee or supervisor approval, except for one department. The total of missed punches remains relatively consistent (7,015 in 2016 and 7,435 in 2019); however, the number of unapproved missed punches reduced significantly (1,459 in 2016 to 392 in 2019)

Prior Recommendation #2: Management should ensure that lunch periods are taken in compliance with Kentucky Labor Laws; and determine what policy to enact Citywide in order to meet the City's business needs.

Status: Partially Implemented

Significant improvement with full-time staff taking required lunches reducing to seven (7) employees having 50 or more work days without a lunch break. Part-time employees who consistently work over 6 hours a day should be reviewed to ensure they are also taking a lunch period.

Prior Recommendation #3: Management should re-evaluate the usage of the TimeClock mobile application instead of allowing a live link that removes all intended controls.

Status: Implemented

The live link was removed and individual employees clock number must have approval in order to use the mobile application. Testing on location was performed for the employees who have mobile access and locations appear appropriate.

Prior Recommendation #4: Management should periodically review and appropriately address any employees who are misusing the City's rounding of time policy.

Status: Partially Implemented

The City's Administrative Personnel Policy and Procedures Manual was updated to include language prohibiting misuse of TimeClock rounding and directed supervisors to monitor patterns of misuse. Overall the occurrences of consistent seven (7) minute early clock-outs have reduced, except for one department.