

CORRECTING ERRORS IN LEAVE BALANCES

I. PURPOSE:

The following guideline establishes policies and procedures to govern the process of affecting changes to individual employee leave balances. These guidelines identify the information that must be provided to the Human Resources Department before an employee's leave record may be altered. This information is to be provided via e-mail or memorandum by the employee's Department Director. These guidelines also identify the methods to be used by the Human Resources Department to change individual employee leave records.

II. RESPONSIBILITY:

- A. Responsibility for this guideline rests with the Human Resources Department Director.
- B. Department Directors are responsible for implementation within their own Departments.
- C. Internal Audit will verify conformity by City Departments to the procedures as prescribed in this guideline through an annual review.
- D. The Information Technology Department and the Finance Department shall assure proper control over access to computerized leave records.

III. POLICY:

All changes to employee leave balanced must be supported by a written request and must be approved by the affected employee's Department Director. Only the Human Resources Department shall have the authority to change a leave record.

IV. PROCEDURE:

A. Change Requests:

- 1. All requests for changes to employee leave records will be in writing. The Human Resources Department Director shall dictate the style and content of such written request, and the reason a correction is needed must always be fully explained.
- 2. Request for changes to an employee's leave balance must be approved by that employee's Department Director. Changes to the

leave records of Department Directors must be approved by the Human Resources Department Director.

B. Date Entry:

1. Changing of leave balances will only be accomplished by the Humans Resources Department.
 2. Changes to leave records may only be accomplished with the specific written approval of the Human Resources Department Director, which will be noted on the change request. Approval will be on a case-by-case basis, and completed change requests will be held on file in the Human Resources Department.
 3. Detailed leave usage records are maintained by the Human Resources/Payroll system, and these records may be accessed to verify system accuracy and changes made.
 4. Corrections required due to system errors will be accomplished by the Human Resources Department as soon as they are discovered, with documentation of the error and corrections made.
- C. The City's Internal Audit Staff will conduct an audit of the leave control system to determine the level of conformance with relevant procedures as well as provide reasonable assurance as to the accuracy of employee leave balances.

Approved:



Bruce T. Moore
City Manager