

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

Policy Memorandum No. 72(R)

January 28, 2026

TO: All Departments, Boards, Agencies and Commissions

FROM: Joseph I. Giarrusso III, Chief Administrative Officer

SUBJECT: **TIME AND ATTENDANCE REPORTING AND PAYROLL TIMEKEEPING CONTROLS**

I. PURPOSE

This Policy Memorandum establishes Citywide procedures, standards, and internal controls for recording, maintaining, approving, standardizing, and maintaining employee time and attendance in the City's payroll/timekeeping system. Accurate timekeeping is required to ensure timely and correct compensation, to support compliance with applicable wage-and-hour requirements, to comply with local, state and federal laws, and to safeguard public funds through effective supervisory review and auditability. This Policy Memorandum revises CAO Policy Memorandum 72(R) – Payroll and Timekeeping Procedures (Revised August 25, 2015).

II. DEFINITIONS

Timekeeping System. The City's official electronic payroll and timekeeping system(s), including any City-authorized biometric time clock, web entry, mobile entry, or other approved time capture method.

Pay Period. The biweekly (or weekly, if applicable) payroll period established by the City's payroll calendars.

Exempt Employee. An employee classified as executive, administrative, or professional ("EAP").

Approver. A supervisor or manager authorized to review and approve employee time and attendance entries in the Timekeeping System.

Appointing Authority. The official who has the legal authority to appoint, supervise, discipline, and remove an employee under the Home Rule Charter, Civil Service Rules, or applicable law.

Timekeeper. A designated employee responsible for administrative timekeeping support functions (e.g., system administration, auditing, and processing of corrections) who is not an Approver for the same set of employees, unless a written exception is approved by the Chief Administrative Officer.

III. GOVERNING AUTHORITY

A. Home Rule Charter of the City of New Orleans, § 4-302(5), which authorizes the Chief Administrative Officer to prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards.

- B. City Code §§ 70-415.344 through 70-415.349 (Employee Emergency Payroll Fund ordinance, 30,522 M.C.S.).
- C. Americans With Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.* (1990) (spec. § 12112)(b)(5)(A) (reasonable accommodation/undue hardship)
- D. Louisiana Employment Discrimination Law, La. R.S. 23:301 *et seq.*
- E. The Family Medical Leave Act, 29 U.S.C. § 2601 *et seq.* and 29 CFR Part 825.
- F. The Fair Labor Standards Act of 1938, 29 U.S.C. § 201 *et seq.* (2018).
- G. Pregnant Workers Fairness Act, 42 U.S.C. § 2000gg *et seq.*
- H. Applicable Civil Service Rules.
- I. Applicable Collective Bargaining Agreements.

IV. TIME AND ATTENDANCE POLICY

A. Employee Responsibilities

Each employee shall personally and accurately record time worked, attendance, and leave used in the Timekeeping System for each Pay Period and shall certify (approve) time and attendance by the system deadline. Shared logins, proxy punching, or any other method of recording time on behalf of another employee is prohibited unless expressly authorized as an accessibility accommodation or emergency control approved under this policy.

B. Department Responsibilities

Each Department shall create standard operating hours in service of the City and as necessary for its staff. Certain departments will likely have employees whose regular hours occur outside of a normal business day. Additionally, each Department shall craft these responsibilities mindful of carefully managing and not unnecessarily increasing overtime. Each Department must submit their standard operating hours and internal time and attendance policies for review and approval to the applicable Deputy Mayor and Deputy CAO, on a quarterly basis.

C. Supervisor and Approver Responsibilities

Approvers shall review time and attendance entries for accuracy, completeness, and policy compliance before approving.

D. Appointing Authority Responsibilities

Appointing Authorities must ensure all supervisor approvals are completed by 10am Monday following the end of a pay period, unless an alternative deadline is provided by the Department of Finance.

If an employee is unable to approve their time and attendance, supervisors should note this absence in e-time by adding a comment. Employees on authorized leave at the end

of a pay period should approve time and attendance for the pay period on their last day of work.

Lunch and break periods may be recorded at the discretion of the Appointing Authority or a designee.

E. Timekeeping Standards

1. Hourly Employees

Each hourly employee will enter time and attendance in the electronic payroll system, by biometric time clock, web entry or other approved means. Each employee must approve time and attendance at the end of each pay period.

2. EAP Employees

Each EAP employee must obtain approval for leave in advance, record leave usage, and approve their attendance at the end of a pay period. Leave for EAP employees may only be taken in whole day increments. Each EAP employee must approve time and attendance at the end of each pay period, and, in so doing, are confirming that they were available to work for the entire pay period apart from days when leave was used.

3. Departmental Management of Leave

Department directors, together with supervisors, must coordinate employees' leave schedules to maintain appropriate operational coverage and avoid the accrual of overtime to compensate for instances of temporary staffing shortages resulting from overlapping leave.

4. Missed Punches and Manual Entries

Missed punches and manual time entries shall be minimized and shall require documented supervisor authorization. Patterns of repeated missed punches or manual entries shall be reviewed by the Appointing Authority and will result in corrective action.

F. Corrections and Adjustments

Any correction to a submitted or approved time entry shall be documented in the Timekeeping System with the reason for the correction and the identity of the person making the change. Departments shall maintain supporting documentation for corrections (e.g., written supervisor approval, leave documentation, or schedule change records) and shall retain payroll and timekeeping records for at least three (3) years or longer where required by law or City records retention policy.

G. Segregation of Duties and System Access Controls

Appointing Authorities shall ensure segregation of duties between Timekeepers and Approvers to the maximum extent practicable. Timekeeping System roles shall be

provisioned based on least privilege, shall be reviewed at least quarterly, and shall be promptly updated upon employee transfers, separations, or supervisory changes.

H. Training

Each Appointing Authority shall ensure that employees, Approvers, and Timekeepers receive timekeeping training upon onboarding and once a year thereafter, including training on overtime controls, leave recording, and certification requirements.

V. PAYROLL DIRECT DEPOSIT

Payroll is generated using time and attendance records in the City's payroll system. Paid earnings of city employees will be made by direct deposit.

VI. GOVERNANCE

A Payroll Governance Group ("Group") is established, to be chaired by the Comptroller in the Bureau of Accounting in the Department of Finance, to oversee operations of the payroll system, examine requests for changes to the system, and communicate with the system vendor on change orders and system maintenance. The Group shall include representatives from the Department of Finance, Civil Service, CAO's office and other relevant agencies and departments.

VII. EXCEPTIONS

During declared emergencies, the Chief Administrative Officer may temporarily modify timekeeping requirements to ensure continuity of payroll operations. Any exception to this policy outside of a declared emergency may be granted only by the Chief Administrative Officer, shall be in writing, and shall specify the scope and duration of the exception. All portions of this policy shall comport with relevant provisions as cited in Section III of this policy.

VIII. INQUIRIES

Questions regarding this memorandum should be directed to the Chief Administrative Office at (504) 658-8600.