

## Staff Floor Check

Staff Member Name (Please Print): \_\_\_\_\_

Staff Payroll number: \_\_\_\_\_

Manager Name (Please Print): \_\_\_\_\_

Manager Payroll Number: \_\_\_\_\_

Date: \_\_\_\_\_

### All staff: questions 1-4 apply to all staff (exempt and non-exempt):

1. **Daily Recording – Do you record your time daily?** Ask staff member to open ETR and if necessary view the “Form History” for the previous week. Is the staff member recording time daily as required? If not, can the staff member explain why and have an acceptable reason? (i.e., unexpected absence where completed upon return, recording in a notebook daily, exempt whose **manager** allows less than daily because: they are **exempt** and they charge consistently amongst subaccts or to only one subacct)

Yes, daily recording as required \_\_\_\_\_  
(or had acceptable reason)

No, did not record daily as required \_\_\_\_\_  
(and did not have an acceptable reason)

If ETR reminder icon is not installed, help them install (PNNL Installer), unless they have a computer reason not to and can show they use another method.

2. **Timely Certification – Did you certify your time card on time?** Time cards are required to be certified by staff by 6:00PM on Friday evenings. Look at the staff member’s previous time card and see when it was certified. Was it certified in compliance with SBMS policy?

Yes \_\_\_\_\_

No \_\_\_\_\_  
But marked complete by deadline

No, \_\_\_\_\_  
Not certified/marked complete by deadline

3. **Work Authorization – Can you demonstrate how to access your charge code Work Authorization in ETR?** Did the staff member know how to access his/her work authorization via ETR unassisted?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please demonstrate/explain the two ways to access the work authorization, and have the staff member show you they can now access the work authorization. Remind them that ETR Help FAQs also provide instructions.

4. **If the staff member corrected a prior week certified timecard, did he/she understand and use the change code correctly?** Ask staff member to open the last week’s timecard, and view the “Form History” for the previous week. If the staff member made a correction, can they tell you what the correction was for and why they made it? Does the code used match their description? (If no corrections, ask them if they understand the policy for educational purposes, but no scoring of this question is necessary).

Yes \_\_\_\_\_  
Only to correct errors  
or estimates (nonexempt)

Yes \_\_\_\_\_  
Only to correct errors or  
estimates, or to adjust paid  
absence (exempt)\*

No \_\_\_\_\_  
Did not understand  
or use the correct  
correction code

NA \_\_\_\_\_  
No corrections

\*As of January 1, 2008, exempt staff may no longer adjust work time for the purposes of managing chargeable hours, and paid absence (S, E, V, R, etc.) adjustments are limited to last 13 weeks and current calendar year.

### Exempt staff: questions 5-6 apply to exempt staff only:

5. **Exempt Chargeable Hours Goal – Can you demonstrate how to access your Chargeable Hours Goal Report and explain what it is?** If exempt, can the staff member access and explain his/her chargeable hour goal report without assistance?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please demonstrate how to access the report and explain what the report means.

6. **Exempt Hours Worked and Recorded – Did you charge all hours worked during your schedule at the work location?** If no, what were the hours not recorded?

Yes, \_\_\_\_\_  
Timecard reflects all hours  
worked during schedule

No, \_\_\_\_\_  
But they were self directed  
professional hours\*

No, \_\_\_\_\_  
worked hours were not  
recorded

If staff worked more hours than recorded, please review the acceptable reasons not to charge during work schedule.

\*Acceptable examples: Peer reviews performed as a professional courtesy; Conceptualization of new ideas outside of the scope of current projects and prior to the point of making a decision to submit a formal proposal to a client; Building or maintaining expertise including development activities of a personal or professional nature (e.g. attending seminars or lectures, staying current on areas of expertise or professional interest); Mentoring staff as a professional courtesy; Other clearly self-directed work related activities of a professional development nature.

Describe the activities if you are unsure:

Did the staff member successfully pass the applicable questions above?

Yes \_\_\_\_\_

No \_\_\_\_\_  
Staff will be identified for Tier II recheck

\_\_\_\_\_  
Signed: BSS Staff Member Conducting Floor Check

Manager notified of staff  
floor check results

## EXEMPT ONLY

### NEW LABOR POLICY GUIDELINES FOR RECORDING WORKED HOURS

Exempt staff must record actual hours worked at the work location during their scheduled hours to the benefiting project or overhead pool. Within the bounds of the chargeable hours goal, managers may allow exempt staff flexibility to flex their schedule or use personal time (uncharged) during their scheduled hours for **limited self directed professional activities** such as those described below.

- Peer reviews performed as a professional courtesy
- Conceptualization of new ideas outside of the scope of current projects and prior to the point of making a decision to submit a formal proposal to a client
- Building or maintaining expertise including development activities of a personal or professional nature (e.g. attending seminars or lectures, staying current on areas of expertise or professional interest)
- Mentoring staff as a professional courtesy
- Other clearly self-directed work related activities of a professional development nature

All time worked during scheduled hours other than that described above must be charged to the benefiting project or pool. Exempt staff may **not** use personal time **during scheduled hours** for direct (project) work nor required indirect (overhead) activities.