Subject: **Approving Time for Payroll – Multiple Projects/Grants**
Policy Number: **B-11**
Pages: **1**
Original Date: **04/13/2013**
Review Date:
Approval Date: **04/13/2013**
Approved by: **Resolution Number 13-66**

POLICY

This procedure describes Kaw Nation's method of documenting and approving actual time worked and applies to all employees who work on more than one project/grant. The intent of this procedure is to ensure compliance with 2 CFR part 225, Attachment B, 8h5 (a).

Definition of terms:

Microix	Kaw Nation's computerized timekeeping software
MIP	Kaw Nation's payroll and accounting software
CHAIR	The elected leader of the Kaw Nation
ASD	Administrative Services Director position. He/she is Sufficiently familiar with the work performed by staff reporting to the Chair, they will be able to attest to their Actual time worked.
Time Study	Title of the Kaw Nation form used to document actual hours worked on multiple projects. Required only of Employees who work on more than one project.

Employees and Supervisors who work on multiple projects record daily on the Time Study form, the hours worked on each project. No supervisor has the authority to direct an employee to record time in any manner other than actual hours worked. Completed time studies are signed by the employee, attached to the time sheet and submitted to Accounting to be filed and stored.

Supervisors have access to Microix to input and approve time for direct reports. When a supervisor approves an employee's time and submits through Microix, they are attesting the distribution entered is a factual record of hours worked, submitted to them by the employee. If a supervisor is absent when payroll is due, they may temporarily assign this duty to a Director or to Human Resources. Supervisors may not permanently assign these duties to a subordinate, nor can they provide the subordinate with their password for the purposes of completing time. Doing so will subject the supervisor to disciplinary action.

Employees and Supervisors who report directly to the Chair have Microix access to approve their own time. Secondary review is performed by Human Resources, and final review and approval is obtained from the ASD. The Human Resource Director will be assigned secondary approval responsibility in the absence of the ASD, and if both are absent, then the Executive Secretary will be assigned this responsibility.

The IT (Technology) Director maintains Microix security and may assign it to the HR Director in her absences.

Employee signatures are required on all Time Studies, supervisors signature is not required. Microix time sheets are to be signed by both the employee and approving Supervisor.