

## Bargaining Unit Staff Timecard Floor Check Questionnaire

Staff Member Name: \_\_\_\_\_

Staff Badge Number: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Badge Number: \_\_\_\_\_

Org ID/Number: \_\_\_\_\_

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

### Notes to Interviewer:

The timing of the floor check is preferred for Wednesday through Friday [this allows the week to be underway to observe daily recording for multiple chargers; also avoids Monday when time certification/approval is being conducted, and the PALS is normally locked to users on Monday afternoon.]

Prior to the floor check, review staff member's PALS record for the current week and recent weeks – has time been input, certified, approved?...is the time input by the employee or by another?...are multiple accounts charged during a week?

### Questionnaire:

- 1) For work you perform, how are you informed of the cost account (i.e. work order or other account) to charge your time?

Response (check those that apply):

- On each MJR/work order that my supervisor issues me.
- I am never told.
- It is a routine/blanket work order that my supervisor enters each week.
- Other \_\_\_\_\_

- 2) Do you enter your time in PALS or does someone else?

Response (check those that apply):

- I do (if so, skip next question).
- Someone else does (if so, go to next question).

- 3) How do you inform your supervisor of how much time you spent on a specific task?

Response (check those that apply):

- I only work on one activity each day, so it is the same every day and my supervisor knows it.
- I mark it on the back of each MJR/work order and return it to supervision.
- I tell the supervisor after each job.
- I tell the supervisor at the end of the day.
- I use a notebook and my supervisor looks at it each day/week.
- Other \_\_\_\_\_

- 4) When you log into PALS each week, what are you verifying when you 'certify' your PALS entries?

Response (check those that apply):

- Nothing.
- The number of hours worked and my overtime hours.
- That the hours I worked on each job was correctly entered.
- How many absence hours (vacation, holiday, etc.) were recorded.
- How many hours vacation I have remaining.
- Other \_\_\_\_\_

BSD Staff Member Conducting Floor Check	Printed Name: _____
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