

Salaried Staff Timecard Floor Check Questionnaire

Prepare before Interview

Staff Member Name: _____

Staff Badge Number: _____

Manager Name: _____

Manager Badge Number: _____

Org ID/Number: _____

Payroll (circle one): weekly monthly

Date: _____

Shift: _____

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?

Upon arrival with the staff member, have them access the ORNL home page and access their current week's PALS record. [This will allow you to observe their comfort with PALS access, and also be available in case you need to demonstrate how to find SBMS policies, PALS training, how to find work descriptions, etc.]

Questionnaire:

1) Do you know where to find ORNL's time recording policies and how to get help with PALS?

- a. Where do you go in SBMS – subject areas: Time Collection, Work Schedules, Time Away From Work, Charging Standards, Funds Control

_____ Yes, they know _____ No, they don't know

- b. Do you know where specific PALS Training is – : Home page, LRN learning tasks, yellow drop down box - View Training/Quals. LRN Home page –Search Catalog box bottom left, enter PALS in search box. Also, PALS home page – PALS Refresher Self-Study Guide.

_____ Yes, they know _____ No, they don't know

- c. Access the PALS Home Page – links to PALS Reference Manual, list of PALS representatives, PALS help, etc.

_____ Yes, they know _____ No, they don't know

NOTE: If no, demonstrate how to find the references listed above. From the PALS Home Page, access your current PALS week.

2) We will go over some of the basic requirements of ORNL's time recording policy;

- a. **When should time be entered?** _____ (Time should be entered at least weekly – preference for entry/certification is COB Friday – final cutoff is Noon the following Monday; staff that charge multiple accounts in a week must record the hours daily in PALS or by informal records until entered in PALS.)

- b. **What does certification mean to you?** _____ (Record represents accurate documentation of recordable hours and hours are charged correctly.)

____ Yes, they know the basic requirements _____ No, they don't know the basic requirements

NOTE: Review basics with staff member if they do not know the requirements.

3) Do you know the charge number for the task you are currently performing? Yes No

How were you notified of this charge number? Written Verbal

By whom were you notified of this charge number?

Program Manager Principal Investigator
 Finance officer/Business manager Administrative staff
 Supervisor
 Other _____

4) Have you recently* been instructed to charge an account that was not the proper charge number for the work being performed? Yes No

If yes, did you question the instruction? Yes No

Did you charge the account anyway? Yes No

5) Have you recently* worked on a project/task/account (intentionally or unintentionally) – or became aware after the fact – that was overrun?

Yes No

If so, how did you charge your time?

6) Except for account corrections, have you recently* been directed to remove charges to a project that you legitimately charged?

Yes No

If yes, explain – and who told you to change your time?

7) Other than changing an absence code or balancing “Additional Hours”, have you recently* made a change or correction to one of your time records from a prior month?

Yes No

If yes what are typical reasons for why you have to change or correct prior months’ time records?

*Note to FO: “recently” is intended to be in the last few months to a year

8) Do you work on multiple tasks in a given week that have different charge numbers?

Yes No

If yes how do you track hours charged to each task? (maintains daily log, records in Outlook Calendar, records in PALS, etc.)

VERY IMPORTANT: Have staff member show you their documentation of daily recorded time on calendar, notebook, etc. If you do not verify their method of keeping track of hours spent do not document that this is the method they use.

9) When on travel, have you charged the cost of the travel and hours of work during travel to different charge numbers? If so, what was the justification?

Yes No
 N/A (never travel)

If yes, ask for explanation of why they charge different accounts:

10) Do you supervise staff? Yes No

Do you approve time records? Yes No

If applicable: How many staff records do you approve? _____

Do you approve PALS in a timely manner? (i.e. weekly) Yes No

How do you know the hours submitted are accurate prior to approving the record?

BSD Staff Member Conducting Floor Check	Printed Name: _____
--	----------------------------

Please forward completed questionnaire to:

Sally Childress
Business Policy & Assurance
1060 Commerce Park
Room 104 Mail Stop 6434

Phone: 241-8673