

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

ADMINISTRATIVE PROCEDURES

7/1/99

PAGE 1 OF 1

SUBJECT: PAYROLL/PERSONNEL

CHAPTER TITLE: LABOR REPORTING

1. INTRODUCTION
2. DOT LABOR REPORTING POLICIES
 - Pay Periods and Paydays
 - Overtime or Compensatory Time, Exempt and Non-Exempt Employees
 - Reporting Hours Worked
 - Control and Confirmation of Hours Worked
 - Reporting Errors and Correction Procedures
 - Pay Distribution
 - Leave Accruals, Charges and Balances
 - New Hire's Beginning Leave
 - Resignee's Ending Leave
 - Leave Balance Adjustments for "No Pay" Situations
 - Medical, Personal or Family Leave of Absence
 - Termination of Employment
 - Payroll Deduction Schedule
3. DOT LABOR REPORTING PROCESSES
 - Form DOT-12, Daily Work Report, Processing
 - Employee Time Report Processing
 - Memorandum from Greg Phillips

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

ADMINISTRATIVE PROCEDURES

1/17/95 PAGE 1 OF 16

SUBJECT: PAYROLL/PERSONNEL

CHAPTER TITLE: LABOR REPORTING

INTRODUCTION

This procedure establishes guidelines for the daily reporting of labor into the Remote Entry Management Informational System (REMIS). The daily reporting of hours worked via REMIS, establishes a computerized time record for each Department of Transportation employee. It is this time record, in conjunction with the wage rate, overtime eligibility and pay period information that specifies and generates each employee's paycheck.

The daily work effort for each employee is captured on a one workday delayed entry basis. The recorded information identifies which employee, for how many hours, doing what work activities, charged against what project, budget authorization or unit of equipment, etc. This daily reporting of labor into REMIS for each employee provides the ultimate in accountability and managerial information.

DOT LABOR REPORTING POLICIES

PAY PERIODS AND PAYDAYS

1. Employees are paid semimonthly and on a one pay period delayed basis.
2. Pay periods are defined as:
 - a. beginning at 12:01 AM the first day of the month and ending at midnight the fifteenth day of the month; and,
 - b. beginning at 12:01 AM the sixteenth day and ending at midnight of the last day of the month.
3. Paydays are on:
 - a. the fifteenth and last day of the month for months with thirty or less calendar days;
 - b. the sixteenth and last day of the month for months with thirty-one calendar days; and,

- c. if a payday falls on a weekend or a holiday, paychecks are distributed on the last workday prior to the weekend or holiday.
4. The "workweek" for overtime considerations is defined as from 12:01 AM Monday through Midnight Sunday.

OVERTIME OR COMPENSATORY TIME, EXEMPT AND NON-EXEMPT EMPLOYEES

1. Salaried employees may be termed exempt or non-exempt from being paid overtime or compensatory time as defined by regulations issued by the Division of Personnel and pursuant to applicable labor laws.
2. The eligibility of each employment classification for earning overtime or compensatory time is included in the listing entitled, "Salary and Hourly Rates and Codes" of this procedures volume.
 - a. Non-exempt classifications are eligible for overtime payment at a rate of one and one-half times the employee's regular hourly rate.
 - b. Exempt classifications are eligible for either no overtime, compensatory time or overtime payment at a straight time rate.
3. Overtime compensation is based on the computer time record entered to REMIS. REMIS accumulates the hours worked within a workweek, determines the work hours in excess of 40 and determines correct compensation based upon the overtime eligibility of the employee's classification.
4. Leave time taken during a workweek, including holiday leave and jury duty, is not work time, leave time is paid at the employee's regular hourly rate and is not included in the calculation of 40 work hours for the determination of overtime.
5. Compensatory hours earned and their balance, for eligible employees, is also maintained by REMIS with the maximum Compensatory Time balance that can be accumulated at any one time being 240 hours.

REPORTING HOURS WORKED

1. All WVDOT organizations must prepare Form(s) DOT-12, "Daily Work Report," for each workday to report each assigned active employee that worked or was on approved leave. This includes preparing Form(s) DOT-12 for holidays and for work performed on weekends.
2. Each organization must enter their completed Forms DOT-12 into REMIS on a one workday delayed basis.

3. DOT-12 is an internal control source document.
 - a. DOT-12 data must be correct to ensure proper payroll reporting and costing.
 - i. REMIS checks employee wage codes and social security numbers.
 - ii. REMIS checks accounting to ensure that selected authorizations and activity codes are active, but cannot determine if they have been correctly selected.
 - iii. REMIS checks control totals for accuracy.
 - b. REMIS limits entry of an employee's work time to the employee's home organization.
 - c. A separate Document Number must be assigned (from Document Control Log Form DOT-1) each Form DOT-12. This prevents the accidental repeated entry of a single DOT-12.

4. Managerial signature approval of completed Form(s) DOT-12 should not be taken lightly. Approval on the Form DOT-12, with knowledge that the data is incorrect, is in violation of WV Code, Section 61-3-22, Falsifying Accounts.
 - a. PREPARED BY: Must be a complete signature and this signature should indicate the individual whom actually prepared the DOT -12, Daily Time Report. It is acceptable for the "Prepared By" and "Entered Into System By" to be the same individual. It is not acceptable for the "Prepared By" and "Approved By" signature to be the same individual.
 - b. APPROVED BY: Must be a complete signature and this signature should indicate the review and approval of the reported time by a supervisor/manager employee. It is acceptable for the "Approved By" and "Entered Into System By" to be the same individual. It is not acceptable for the "Prepared By" and "Approved By" signature to be the same individual.
 - c. ENTERED INTO SYSTEM BY: This is the only block on the bottom of the DOT-12 where it is allowable to record initials in place of a full signature. These initials indicate the employee whom actually performed the data entry of the daily time report. It is acceptable for the "Entered Into System By" and either "Prepared By" or "Approved By" to be the same individual; however, it is not acceptable for all three of the signature lines to be the same individual. The DOT- 12 Form is the agency's source document and as such the document must be completed accurately, reviewed and approved, recorded into the REMIS System and have the proper signatures recorded on each document. Recording the proper signatures on the DOT-12's are the primary indication that internal controls are in place and working correctly.

5. All leave time reported on Form(s) DOT-12 must be supported by the required, completed and approved leave forms (DOP-L1, Application for Leave with Pay; DOP-L2, Application for Leave of Absence Without Pay; and DOP-L3, Physician's/Practitioner's Statement).
 - a. Employees must submit leave requests on the required form to the appropriate supervisor for approval prior to the taking of any planned leave.
 - b. Employees must submit unplanned leave (sick) requests on the required form(s) to the appropriate supervisor for approval immediately after returning to work.
6. Supervisors should use Form DOT-12 to document the circumstances on the date of a worker's accident to support Workers' Compensation Claims.
7. Organizations with temporary remote work locations or with employees in travel status must report the work hours of their personnel within the limitations previously noted.
 - a. Method one requires the employee to report his/her time to the supervisor each day away from the home location by either telephone or other means._
 - b. Method two permits reporting on an exception basis and is applicable in instances of temporary assignment when a predetermined work schedule and accounting distribution have been established. Time reporting by the employee is only required when there is a deviation from the pre-established schedule or the pre-established accounting data.
8. Record fractional hours on Form DOT-12 in increments of one-quarter hour using decimal equivalents; fifteen (15) minutes becomes .25 hours, thirty (30) minutes is recorded as .50 hours, and forty-five (45) minutes as .75 hours.
9. Any personnel actions affecting rates of pay, classification or organizational assignments require the completion of Form GL-5, Personnel Transaction Form, and its transmittal to Human Resources Division at least five calendar weeks prior to the desired effective date. Likewise, Form DOT-129, Payroll Transaction Form, must be sent to Finance Division, Payroll Section or, in the event of changes to the overtime code (exempt to non-exempt or vice-versa), to Human Resources Division. When an overtime code change is submitted, it should be the only change requested on that particular DOT-129.

CONTROL AND CONFIRMATION OF HOURS WORKED

1. Prior to computer entry, DOT-12's are controlled by:
 - a. The Daily Checklist, (a computer printed log that is mailed to each organization for their optional use) which is used to:
 - i. check off all employees to ensure that none are overlooked on daily work reporting;
 - ii. check off the day's total time reported for each employee (listed on multiple Forms DOT-12) to ensure that no employee is reported for more than 24 hours;
 - iii. and serves as a daily attendance record.
 - (1) If the Daily Checklist is not used, the organization must maintain their own daily attendance record.
 - b. Also, Form DOT-1, Document Control Log is used to:
 - i. assign each completed DOT-12 a separate, five digit, document control number;
 - (1) The DOT-12 document control number is five digits, beginning each fiscal year with 00001.
 - (2) Thereafter, each completed DOT-12 is assigned the next available document number from the log.
 - ii. and to ensure that no individual Form DOT-12 is entered more than once.
2. After each day's entries and at the close of each pay period, the work hours entered to REMIS are confirmed by reviewing the REMIS Payroll Time Sheet Inquiry (HW-50, "PI" function) for each employee. If errors are detected, correction procedures must be undertaken.

REPORTING ERRORS AND CORRECTION PROCEDURES

1. Three methods of correcting errors in labor reporting are available.
 - a. If an error is discovered and can be corrected on the same day as the original entries are made, a new DOT-12 noted "CORRECTION" may be written and correction entries made on the same day as explained under "Labor Reporting Processes" later in this chapter.
 - b. If the error involves a reporting shortage of hours worked and the error is discovered within the same calendar workweek:
 - i. the supervisor prepares a supplemental Form DOT-12 to report the shorted employee(s) and hours;
 - ii. include the reasons for the supplemental DOT-12 on the reverse of the form;
 - iii. and date and enter the supplemental Form DOT-12 for Saturday of the workweek.
 - c. For all other errors in labor reporting, the supervisor prepares Form DOT-12A, Request for Payroll Correction, and submits it to the Finance Division, Payroll Section.
 - i. To ensure accurate payroll checks, submit completed Forms DOT-12A to Finance Division by the second workday after the close of the pay period.
2. Upon receipt and processing of Form DOT-12A, Finance Division, Payroll/Benefits Section will return a signed copy of the form to the employee's organization.

PAY DISTRIBUTION

1. Prior to receipt of paychecks, computer printed Employee Time Reports are distributed for supervisory and employee confirmation of hours paid and accounting charged. If an employee is paid by direct deposit, he or she will sign the Report after confirming that it is accurate. If the employee receives an actual paycheck, he or she will not sign the Report until the paycheck is received, although the Report must be reviewed for accuracy and the supervisor must be informed of any errors found upon receipt of the Report.
 - a. When errors are found, the supervisor completes the required correction documents (Form DOT-12A) before approving the time report.
 - b. Submit Form DOT-12A to Finance Division, Payroll/Benefits Section prior to the second working day of the subsequent pay period for timely corrections. See Employee Time Report Processing at the end of this chapter for further guidance.
2. On payday, employees who receive actual paychecks will sign and enter the warrant number from the check on the Employee Time Report, acknowledging receipt of the paycheck. If someone other than the employee picks up the paycheck, he or she must sign the Report under the employee signature line and enter the warrant number. Employees paid by direct deposit are not required to enter the warrant number on the Report.

LEAVE ACCRUALS, CHARGES AND BALANCES

1. For active employees, REMIS accrues one-half of each month's annual and sick leave at the end of each pay period, based upon tenure (see Table 1). However, REMIS assumes that each permanent full-time employee worked a normal 40-hour week, regardless of the number of hours actually entered for the employee.
 - By Division of Personnel Rules, annual and sick leave cannot be accrued for hours not paid (or entered as being worked) nor for hours worked beyond the normal 40-hour week. Therefore, leave must be reduced by Form DOT-12A for hours not paid during the normal 40-hour workweek (refer to leave balance adjustments later in this chapter).
2. Employee balances of accrued annual and sick leave are computer maintained in REMIS through daily entry of Forms DOT-12. Leave balances are available through REMIS inquiry by authorized personnel.
 - On the first workday of the pay period, the leave balances displayed in the Personnel/Payroll Computer Systems might reflect artificially inflated balances. The displayed balances are only fully available for use by the employee if the leave has been earned. If an employee was in "no pay" status at any time during the most recently completed pay period, then the balances shown on the first workday of the succeeding pay period are inaccurate. This must be considered and the corrected

amount must be calculated before approving and entering leave for an employee for the final workday(s) of the most recently completed pay period.

3. Changes in annual leave accrual rates due to the length of an employee's service become effective at the beginning of the pay period in which the employment anniversary (5, 10, or 15 years of service) falls. See Table 1 for the monthly leave earning rate.
4. The minimum charge against annual and sick leave is one-quarter (.25) hour.
5. The minimum charge for a full day of leave is eight hours. If the employee is on a different workweek schedule, such as four 10 hour days, he or she will have the option of charging the number of hours scheduled for that workday, such as 10.
6. Each organization will maintain a **manual record** of each employee's use of Immediate Family Sick and, if applicable, Military Leave. Use this manual record to prevent exceeding the calendar year limits for these leave types.
 - a. Family Sick Leave may not exceed 40 hours per calendar year.
 - b. Military Leave may not exceed 30 workdays per calendar year.

TABLE 1

ANNUAL AND SICK LEAVE MONTHLY EARNING RATES			
LEAVE TYPE	PERIOD OF SERVICE	MONTHLY ACCRUAL	ANNUAL CARRY FORWARD LIMIT
ANNUAL	Less than 5 years	10 Hours	240 Hours
	5 but less than 10 yrs.	12 Hours	240 Hours
	10 but less than 15 yrs.	14 Hours	280 Hours
	15 years or more	16 Hours	320 Hours
SICK	ALL ELIGIBLE FOR ACCRUAL	12 Hours	Unlimited

NEW HIRE'S BEGINNING LEAVE

1. Newly hired employees reporting to work on the first day of a pay period require no adjustments to leave balances, since they will be credited at the end of the first pay period by REMIS.
2. For employees transferred from another state agency, the carry-over leave balances must be submitted to Transportation Finance Division, Payroll Section on Form DOT-129.

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3. Newly hired or transferred permanent employees who do not come to work on the first day of a pay period must have their first pay period leave balances adjusted to the amount of leave earned, because REMIS credits the full leave accrual for the pay period.
 - a. The calculation of beginning leave balances is the responsibility of the new hire's organization.
 - b. At the end of the first pay period worked by the new hire or transferred employee, calculate the beginning earned annual and sick leave balances by multiplying the regular hours worked in the first pay period by the appropriate leave accrual rate. See Table 2 for the hourly leave accrual rate for calculating this adjustment.
 - c. Then, subtract the earned annual and sick leave balances from the full leave accrual for the pay period to determine the amounts of Decreased Leave Hours to be entered on Form DOT-12A.
 - d. Immediately forward the beginning leave balances correction to the Finance Division, Payroll Section on Form DOT-12A, Request for Payroll Correction.

The only exception is employees hired on the last day of a pay period, because no leave will accrue. The leave must be calculated for one day using Table 2, and forwarded to Finance Division, Payroll Section on Form DOT-12A.

RESIGNEE'S ENDING LEAVE

1. Resignees are to be credited only for the leave earned while on active payroll (work, compensatory or leave) for their final pay period. If an employee resigns at any time other than the last work day of a pay period, the leave accrual for the last pay period must be calculated.
2. The calculation is the responsibility of the resignee's organization.
3. Calculate the ending leave balances by multiplying the regular hours of work, compensatory and leave taken for the final pay period by the appropriate leave accrual rate. See Table 2 for the hourly leave accrual rate.
4. The use of leave in the final pay period worked and payment for leave used is subject to this calculation.
5. Send the final pay period's reduction of accrued leave to the Finance Division, Payroll Section on Form DOT-129. List the credit in the Remarks section of the form.
6. Negative leave balances are deducted from the resigned employee's final pay check.

LEAVE BALANCE ADJUSTMENTS FOR "NO PAY" SITUATIONS

1. Leave balances, for permanent full-time and provisional employees, must be adjusted (reduced) when the employee is placed in a documented "no pay" status such as, unauthorized leave or disciplinary suspensions. Also, the "no pay" period is excluded from the employee's tenure towards leave accrual, incremental increase or reduction-in-force. **Adjustments are required for permanent full-time employees who report less than 40 hours during the normal workweek.**
2. Prepare Form DOT-12A and submit to the Finance Division, Payroll Section to reduce the employee's leave balances for incidences of "no pay."

3. The calculation of the leave adjustment follows the method described for resignees. See Table 2 for the hourly leave accrual rate for calculating this adjustment.
4. Adjustments are not required for hourly employees who work their assigned schedules but do not meet the standard hours for the month.

TABLE 2

HOURS PER PAY PERIOD	HOURLY ANNUAL LEAVE ACCRUAL FOR YEARS OF SERVICE			
	LESS THAN 5 YEARS	5 BUT LESS THAN 10	10 BUT LESS THAN 15	15 OR MORE
72	0.06944	0.08333*	0.09722	0.11111
80	0.06250	0.07500*	0.08750	0.10000
88	0.05682	0.06818*	0.07955	0.09091
96	0.05208	0.06250*	0.07292	0.08333
* SICK LEAVE - All sick leave accrues at these rates, regardless of years of service.				

The following formula can also be used to calculate leave adjustments for "no pay" situations.

- (Leave Hours Eligible to be earned for the pay period) divided by (Total Hours for the pay period) = the Hourly Leave Earning Rate
- (Hourly Leave Earning Rate) multiplied by (Actual Hours Worked for the pay period) = Actual Hours of Leave Earned for the pay period
- for "no pay" status, the Actual Hours of Leave Earned are subtracted from the Leave Hours Eligible to earn, resulting in the Reduction in Leave Hours Adjustment.

So if the pay period is 80 hours, the employee worked 50 hours (no pay for 30 hours) and earns 10 hours per month of annual leave, the "formula" translates into the following:

$$5(\text{hrs. eligible to earn})/80(\text{hrs. for the pay period})=0.06250$$

$$0.06250 \times 50 = 3.12$$

$$5 - 3.12 = 1.88$$

This calculation is performed similarly for sick leave.

MEDICAL, PERSONAL OR FAMILY LEAVE OF ABSENCE

1. Employees on medical, personal or family leave of absence are not carried in the active payroll files.
2. Therefore, on the first day the employee physically returns to work, contact Human Resources Division to reactivate the employee in the payroll files. The notification of return to active status may be done by telephoning Human Resources Division and afterwards sending a Form GL-5 and a Physician's Return to Work Notice, if medical leave.

TERMINATION OF EMPLOYMENT

1. Employees terminating their employment have two options for payment of their unused annual leave balance.

- a. Option 1: Lump sum payment.
- b. Option 2: Continue receiving payment after termination (through regular payroll) for the unused annual leave until the balance has been exhausted.
 - i. The terminated employee is not eligible to accrue sick leave, annual leave or holiday leave after the termination date.
 - ii. The terminated employee's organization will process all paid leave after termination by entering on Form DOT-12 on a daily basis. Charge this leave to Authorization ANNU121, Annual Leave Paid After Termination.

PAYROLL DEDUCTION SCHEDULE

- 1. Salaried personnel will be subject to deductions from gross pay by the schedule displayed in Table 3.

TABLE 3

SCHEDULE OF PAYROLL DEDUCTIONS		
DEDUCTION TYPE	PAY PERIOD	
	MID-MONTH	END OF MONTH
FICA (Social Security)	X	X
INCOME TAX - Federal and State	X	X
INSURANCE:		
Health Maintenance Organizations	X	X
Optional and Dependent Life	X	
PEIA (Public Employee's Ins. Agency)	X	X
Supplemental	X	X
MISCELLANEOUS:		
Bonds	X	X
Charitable Contributions	X	X
Credit Union	X	X
Deferred Compensation	X	X
Employee Parking		X
Employee Association Dues	X	X
PERS (Public Employee's Retirement System)	X	X

DOT LABOR REPORTING PROCESSES

The following information provides guidance for the various processes related to labor reporting. Where appropriate, responsibilities for specific steps in the process are identified. The listed processes are presented in the following pages.

- FORM DOT-12, DAILY WORK REPORT, PROCESSING
 - SAME DAY FORM DOT-12 CORRECTION PROCESS
- EMPLOYEE TIME REPORT PROCESSING

DOT LABOR REPORTING PROCESSES

FORM DOT-12, DAILY WORK REPORT, PROCESSING

- Supervisor completes Forms DOT-12 necessary to accurately report all active employees under his/her charge as well as all equipment (E.D. inventory numbered) and Parts, Materials and Supplies (PMS) Inventory used to perform each day's work.
 - Complete Forms DOT-12 for each workday either at the end of the workday or the beginning of the next workday and attach original, approved leave forms.
- Supervisor submits completed Forms DOT-12 to his/her manager.
 - Upper management review and approval of DOT-12(s) reporting the labor of organization managers and executive officers is not required.
- Manager reviews forms and signs if approved. If errors are found, return to supervisor for an explanation/correction.
- Give approved Forms DOT-12 to the organization's computer entry clerk.
- Organization's computer entry clerk will:
 - Sort forms by reporting date
 - Perform a check of all column totals
 - Assign each approved Form DOT-12 a unique document control number from Form DOT-1, Document Control Log. If there are forms for more than one date, number all forms of the first reporting day before numbering each successive day
 - Post each reported employee to the computer printed Daily Checklist (use is optional.) Post the total hours worked in the date block for each employee and any hours of sick, annual, compensatory or holiday time followed by "S," "A," "C" or "H," respectively.
 - If an employee expected to be reported is not, consult with the supervisor.
 - Post all reported equipment to the Daily Equipment Checklist

DOT LABOR REPORTING PROCESSES

FORM DOT-12, DAILY WORK REPORT, PROCESSING (CONTINUED)

- Once all Forms DOT-12 have been numbered, reviewed and checklists posted, the organization's computer entry clerk logs onto the computer (CICS, HW-50, "DR" Daily Work Report transaction) and enters Forms DOT-12 in calendar date and numerical order.
 - Use the "LOOK" feature to review and correct misentered data during the entry of each Form DOT-12
- SAME DAY FORM DOT-12 CORRECTION PROCESS

In the event that errors are discovered in the DOT-12 Daily Work Report entries on the same day that the original entries are made, the organization's computer entry clerk will, on the same day, do the following:

 - Request the appropriate supervisor complete a new DOT-12(s) for the employee or employees for whom there were errors, note "CORRECTION of Document No. xxxx" on it, and obtain approval signatures
 - Assign a document number to the corrected DOT-12(s)
 - Note on the original DOT-12 document, "Employee xxxx entries reversed and corrected by Document No. xxxx"
 - Select the "RC" REMIS Correction option on CICS, HW-50, then enter the Social Security number of the employee on the corrected DOT-12(s)
 - Review the information and confirm that what was originally entered needs to be corrected, then enter "OK" to reverse the displayed entries or press "F3" or "Clear" to cancel
 - Repeat as necessary for all employees with entries to be corrected
 - Select "DR" and enter the corrected DOT-12(s) in order by date.

NOTE: This correction process reverses (credits) ALL entries for the selected employee(s) for the entry date. If there were multiple workdays entered, then corrected DOT-12's must be written and entered for each workday, not just the day of the error.

Also, the "RC" process is only available one-time for each employee for an entry day. If further corrections are needed, they must be processed on Form DOT-12A.
- Upon completion of entry of all Forms DOT-12, the organization's computer entry clerk will:
 - Perform a review of computer entered data (CICS, HW-50, "PI" Payroll Time Sheet Inquiry function) to confirm correct hours of reporting for each employee
 - File each day's Forms DOT-12
 - Place approved leave forms in a holding file (awaiting attachment to the computer printed Employee Time Report)

DOT LABOR REPORTING PROCESSES

EMPLOYEE TIME REPORT PROCESSING

- Upon receipt of each pay period's Time Reports, the organization's payroll clerk will:
 - Attach original leave forms to one of the copies of the employee's Time Report
 - (option: attach original leave forms *after* the Time Report has been returned and signed)
 - Sort the Employee Time Reports by supervisor
 - Give each supervisor both copies of their employee's Time Reports
- Supervisor distributes both copies of the Time Report to each employee
- Each employee reviews their time report and signs. If any errors are found they are noted on each copy.
- Employee returns both Time Report copies to the supervisor.
- Supervisor reviews Time Reports and will:
 - Note all errors, not yet found, on both reports
 - Complete (or have clerk complete) Form DOT-12A, Request for Payroll Correction, for each reporting error
 - Sign all copies of the Time Reports and Forms DOT-12A
 - Return a copy of the Time Report to each employee and get employee to sign Form DOT-12A, if required
 - Give organization's payroll clerk the second copy of the Time Report with the original leave forms attached and any signed Forms DOT-12A
- Organization's payroll clerk will:
 - File completed Employee Time Report forms with leave forms attached
 - Give Forms DOT-12A to organization manager for approval
 - Send one copy of Forms DOT-12A to organization's chief financial officer
 - Send Original and one copy of Forms DOT-12A to Finance Division, Payroll Section
 - File a copy of Form DOT-12A and give a photocopy to the employee



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

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Charleston, West Virginia 25305-0430 • (304) 558-3505

Joe Manchin III
Governor

February 22, 2010

MEMORANDUM

TO: Division of Motor Vehicles
Division of Public Transit
Public Port Authority
Aeronautics Commission
State Rail Authority
C & H Level Management
Division Directors
District Engineers/Managers

From: Greg Phillips 
Acting Business Manager

Subject: DOT 12 Signature

The Department of Transportation's independent audit was recently finalized and a reoccurring audit finding was issued regarding signatures on the Daily Time Report (DOT-12). This issue was previously addressed (post Fiscal 2008 Audit) by the January 12, 2009 Memorandum – Proper Completion of DOH-12 Forms. Recent FHWA reviews of ARRA Project DOT-12's have also pointed to DOT-12 signature problems. The reoccurrence of this issue year after year is troubling, and corrective measures must be instituted.

The Daily Time Report, Form DOT-12, is the agency's primary internal control source document. As such, the DOT-12 must be completed accurately, reviewed and approved by supervisors/managers and recorded into the REMIS System accurately. Recording the proper signatures on the DOT-12's is the primary indicator that internal controls are in place and working. Managerial signature approval of completed DOT-12 forms should not be taken lightly. Signature approval of an official agency document with the knowledge that the data is incorrect is in violation of West Virginia Code, Section 61-3-22, Falsifying Accounts.

There are three (3) signature spaces on the bottom of the DOT-12. All except the data entry line require a legible, hand written signature. It is acceptable for the data entry line to show legible, hand written initials. Typing the names or using a name stamp is not acceptable. The signature lines are further explained as follows.

DOT-12 Signature

February 22, 2010

Page Two

- **PREPARED BY:** Must be a complete signature and this signature should indicate the individual whom actually prepared the DOT-12, Daily Time Report. It is acceptable for the “Prepared By” and “Entered Into System By” to be the same individual. It is **not acceptable** for the “Prepared By” and “Approved By” signature to be the same individual.
- **APPROVED BY:** Must be a complete signature and this signature should indicate the review and approval of the reported time by a supervisor/manager. It is acceptable for the “Approved By” and “Entered Into System BY” to be the same individual. It is **not acceptable** for the “Prepared By” and the “Approved BY” signatures to be the same individual.
- **ENTERED INTO SYSTEM BY:** This is the only line on the bottom of the DOT-12 document where initials (in place of a full signature) are allowable. These initials indicate the employee whom actually performed the data entry of the daily time report. It is acceptable for the “Entered Into System By” and either “Prepared By” or “Approved By” to be the same individual; however, it is **not acceptable** for all three of the signature lines to be the same individual.

It is imperative that all Department of Transportation employees receive this message regarding the importance of properly signed and approved Daily Time Reports. Organizational managers should review their DOT-12's and implement corrective action immediately to insure compliance. Additionally, District Comptrollers and Division Directors are directed to perform monthly random organizational reviews of DOT-12 signatures to determine compliance. In addition to the monthly review, Comptrollers and Division reviewers will notify the organizational managers having DOT-12 signature deficiencies in writing, with a copy of that notification to the Finance and Administration Division, Director's Office.

GP:Hv

cc: District Comptroller