

Lead Agency: Sheriff
Program Offer Type: Support
Related Programs:

Program Contact: Wanda Yantis

Program Characteristics:

Executive Summary

The Time and Attendance Unit's role is to provide time entry, audit and reporting to management ensuring that agency staff are accurately paid as well as policies, contract language and work rules are being consistently followed. The Unit works with employees and management to resolve any overpayment/underpayment issues that occur.

Program Description

The Time & Attendance Unit's responsibility is to enter and report working and non-working time accurately and in a timely manner for all 800 Sheriff's Office employees. The Sheriff's Office is a 24 hour, 365 days per year operation with many different employee schedules. The Unit performs time audits before the payroll cycle is run to ensure that employees are accurately paid and issues are found before they become paycheck problems.

The management of time is an important element to the efficient use of public money and is a common issue in 24/7 public safety operations across the nation. The Time & Attendance Unit is a major component of the Sheriff's Office time management and accountability initiative which includes appropriate levels of staffing, use of overtime; use of planned time off such as vacation, personal holidays, and comp time; and the use of sick leave.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Number of time entry approvals per year	370,330	600,000	370,772	370,000
Outcome	Total time entry hours approved per year	1,846,048	1,700,000	1,847,212	1,800,000

Performance Measure - Description

Legal/Contractual Obligation

Local 88 Contract
Multnomah County Deputy Sheriff's Contract
Multnomah County Corrections Deputy Association Contract
Multnomah County Personnel Rules
Federal Fair Labor Standards Act
Oregon BOLI laws

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2010	2010	2011	2011
Personnel	\$427,780	\$0	\$402,794	\$0
Materials & Supplies	\$12,639	\$0	\$12,638	\$0
Internal Services	\$4,625	\$0	\$47,230	\$0
Total GF/non-GF:	\$445,044	\$0	\$462,662	\$0
Program Total:	\$445,044		\$462,662	
Program FTE	5.50	0.00	5.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

✔ Significantly Changed

Last year this program was: #60014A, MCSO Time Analysis Unit - Time Entry
Cut .5 Office Assistant 2 position due to constraint.