

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

**Program Contact:** Wanda Yantis

**Program Characteristics:** In Target

**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 (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Number of time entry approvals per year	370,772	370,000	370,194	370,000
Outcome	Total time entry hours approved per year	1,847,212	1,800,000	1,841,009	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**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2011	2011	2012	2012
Personnel	\$402,794	\$0	\$412,963	\$0
Materials & Supplies	\$12,638	\$0	\$12,921	\$0
Internal Services	\$47,230	\$0	\$53,502	\$0
<b>Total GF/non-GF:</b>	<b>\$462,662</b>	<b>\$0</b>	<b>\$479,386</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$462,662</b>		<b>\$479,386</b>	
Program FTE	5.00	0.00	5.00	0.00
<b>Program Revenues</b>				
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60014, MCSO Time & Attendance Unit