

HEAD START of LANE COUNTY

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"Ensuring that our youngest children have a solid foundation for life."

AGENCY DIRECTIVE

ADPY13.14.0002

SUBJECT: EWS Entry and Approval

DATE: January 22, 2014

The Agency Personnel Policies Handbook stipulates that employees are responsible for filling out timecards in EWS on a *daily* basis. It also stipulates supervisors are responsible for approving EWS timecards no later than 10am on Monday following the end of the pay period. When employees enter and supervisors approve EWS entries they are considered to be applying their electronic signature to these documents and testifying to their accuracy.

In order to limit the number of EWS errors and allow payroll to progress in a timely manner we are implementing mandatory EWS training for all staff, regardless of position, who fail to enter or approve EWS time accurately and timely.

As of Friday, January 31, all employees who are contacted by payroll due to errors in EWS timecard entry and/or approval will report for mandatory EWS training at a time and date specified by the Finance Department.

UPDATE: December 8, 2014

Subject: EWS Training

EWS training will be mandatory after the third offense.

- First error – The Supervisor notifies the individual of the EWS error with instructions on how to correct the EWS error.
- Second error – The Supervisor speaks directly to individual about EWS errors and next steps if EWS errors continue.
- Third error – The Supervisor will mandate individual attend the next EWS training. The Supervisor will advise the Financial Analyst Specialist of individuals attendance.