COMMISSION ON ENHANCING AGENCY OUTCOMES
SUMMARY SHEET

State Employee Time and Attendance Records

The Office of the State Comptroller (OSC) is responsible for maintaining time and attendance records for state employees in most state agencies. The exempt agencies are the University of Connecticut, the UConn Health Center, the Office of Legislative Management, and the Judicial Branch.

The OSC uses CORE-CT as its automated time and attendance record system and ultimately all employee records for the included agencies are inputted into the system for payroll. However, there are three methods by which individual agencies enter, record, and maintain their employees' records before they are entered and maintained in the CORE-CT system. Those three methods are:

- **Electronic –** Using a module available in CORE-CT, an agency employee electronically enters his/her time and attendance data, a supervisor approves it electronically, and it is then submitted to CORE-CT.

- **Interface** – Time and attendance records are collected and entered into a system, known as a Time Collection Device (TCD), which ultimately interfaces electronically with the CORE-CT system. The Time Collection Device system can either be a homegrown one developed by the agency or a commercial product (Atlas software is an example).

- **Timekeeper –** Typically, the employees in agencies using this method are recording their time and attendance on paper time sheets that are then approved by the supervisor and entered into a file or CORE-CT by a clerical or data entry staff person.

At this point, there is no compiled information on which agencies are using which method; even within one agency, staff may not all be entering their time and attendance the same way. Thus, commission staff has not yet determined the extent that paper records are still being used in state agencies, but will continue to develop information in this area. One obstacle cited to moving away from paper records is that not all agency staff has access to computers to electronically enter time.

Commission staff contacted the Connecticut Community Providers Association (CCPA), whose member agencies provide services at many locations in the community, similar to state agencies that have 24/7 shift coverage, like the Department of Developmental Disabilities and the Department of Mental Health and Addiction Services. CCPA officials indicated that they do not believe any of CCPA members maintain paper time and attendance records, but instead use a variety of electronic ways to record time, including:

- a finger swipe method where data from the finger swipe goes directly into the agency payroll system;
- a card swipe system, where each site or program has a swipe machine that the employee swipes when they begin and end work; or
- an automated telephone system at the site or program that the employee calls in using a password and the information is logged into the agency's payroll system.

Information will continue to be developed on the number of staff in agencies devoted to payroll and time record keeping, differences among agencies using different methods, and the potential for savings if all agencies used electronic recording and maintenance of time and attendance.