

Division: Executive Office

Program Characteristics:

Program Description

The Time & Attendance Unit is responsible for ensuring the accuracy of time and leave entry for Sheriff's Office employees. The Time and Attendance Unit performs audits each pay period to identify discrepancies for employees in an attempt to correct mistakes before they result in overpayments or underpayments. This includes applying Union contracts, Agency Policy and County Personnel rules, State and Federal laws for employees working a wide variety of schedules, shifts, job classifications and assignments covering 24/7 operations.

This program offer provides funding for the Time and Attendance Unit Supervisor, 1 Human Resources Analyst and 2 Human Resources Technicians. The Time and Attendance Unit also provides direct support or referrals to training to help management and staff navigate the Workday system and analysis for staff to better understand their time entry and paystubs. Finally, this unit works collaboratively with the Workday Team, Central Payroll, and Labor Relations on resolving time entry and pay issues.

Equity Statement

The Time and Attendance Unit performs time entry audits and provides individualized support and/or training to ensure MCSO staff are appropriately compensated and that applicable agreements, rules and policies are applied consistently.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$718,245	\$0	\$785,388	\$0
Materials & Supplies	\$4,000	\$0	\$4,000	\$0
Total GF/non-GF	\$722,245	\$0	\$789,388	\$0
Total Expenses:	\$722,245		\$789,388	
Program FTE	5.00	0.00	5.00	0.00
Total Revenue	\$0	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Number of supportive contacts made with staff	N/A	N/A	26500
Number of discrepancies identified in entered time	N/A	N/A	10500