

**OHIO BOARD OF PSYCHOLOGY  
POLICY AND PROCEDURE MANUAL**

**SECTION 10: ADMINISTRATIVE POLICIES AND PROCEDURES**

**POLICY 10.3: TIME KEEPING AND PAYROLL PROCEDURES**

**Prior effective dates: June 24, 2003; February 23, 2006; September 12, 2007;  
June 1, 2008; April 29, 2013**

**AMENDED AND EFFECTIVE: July 18, 2019**

REVIEWED AND APPROVED



Ronald Ross, Ph.D.  
Executive Director

Brad Hedges, Ph.D.  
President

**PROCEDURES**

- 1) Sign-in Sheet. Employees are responsible for completing the Board sign-in sheet on a daily basis, indicating arrival time, lunch break, and departure time. Employees are also responsible for completing all requests for leave in OAKS Self Service. Employees shall submit leave requests and compensatory time/OT requests pursuant to OAKS procedures and shall notify the direct supervisor of the request in a timely manner verbally or via email.
- 2) The Executive Director's payroll is subject to approval by the Board President and the HR staff of the Central Services Agency.
- 3) Board member time reports. Board Member time reports are governed under Policy 10.6, BOARD MEMBER TIME REPORTING AND REMUNERATION. The Executive Director is responsible for maintaining Members' individual time reports, by pay period, submitted for payment.

**RECONCILIATION OF PAYROLL, USE OF LEAVE, AND ACCRUAL OF LEAVE**

The Executive Director or PA1 (as designated) shall review biweekly payroll journals for accuracy relative to hours worked, the use of specific types of leave, and the accrual of compensatory time and/or OT. This review consists of a review of the OAKS Payroll Register, which shall be compared to the sign-in sheet. Discrepancies shall be reported to CSA and the affected employee as early as feasible for attention and necessary correction. This serves as an internal control to assure that hours worked and leave episodes claimed are accurate.