



Employees report time worked using the Web Application function located on KDADS' intranet site. Employees must enter their time worked and leave time on a daily basis. Time and Leave is submitted and processed on a bi-weekly basis; deadlines for submitting and approving Time and Leave shall be determined by Human Resources. All employees are required to complete their time sheet and/or request for leave then electronically process to their supervisor for approval. Failure to complete one's own timesheet and/or request for leave, or completing/approving the timesheet and/or request for leave of each employee supervised may result in a delay of pay and/or disciplinary action.

Non-exempt employees: All hours worked shall be reported on the employee's time sheet. Time and Leave shall be reported in quarter hour increments (15 minutes). There can be no informal agreements with staff about not recording all time worked or rearranging time after the workweek ends. Please reference KDADS Overtime/Compensatory Time policy (10.6) and Rearrange Time (10.4) for further information.

Exempt employees: Time and Leave shall be reported in four-hour increments. Generally exempt employees are only required to complete and electronically submit a Request for Leave located on KDADS' intranet site. However, some exempt employees are required to report time worked for agency funding purposes. Please contact your supervisor to determine the type of reporting required for your position.

The agency requires strict adherence to the FLSA requirements. For more information regarding exempt or non-exempt status or the FLSA, please contact Human Resources.

References: Fair Labor Standards Act of 1938, 29 U.S.C.A § 201 et seq.; K.A.R. 1-5-21; K.A.R. 1-9-20