

Timekeeper Confidentiality/Roles and Responsibilities Acknowledgement Form

As a Timekeeper for the County of Monmouth, I understand that during the term of my role and its responsibilities I may deal with or be exposed to confidential information, processes, and matters in connection with the County's business of rendering assistance and various services to its employees.

I agree that as a Timekeeper I will not at any time, in any fashion, form, or manner, either directly or indirectly, divulge, disclose, or communicate to any person, firm or corporation, other than directly only to my department head / designee, any information concerning the confidential business of the County of Monmouth regarding, but not limited to, my role and responsibilities as noted below. I understand that any documents that may be given to me or come under my care in the course of my role and responsibilities as Timekeeper are the exclusive property of the County for business purposes only. Under no circumstances shall I remove any County documents from the premises without permission from my department head / designee.

Roles and Responsibilities

Every department Timekeeper will serve as the first contact for employees under his or her assigned area of responsibility for time balances, etc., and will serve as the liaison to contact Payroll or Human Resources to resolve issues that may arise. Every department Timekeeper shall:

- Maintain employee information as confidential.
- Report time in an accurate and fair manner for every employee.
- Engage the department head or designee as needed for decisions beyond the scope of the Timekeeper's responsibility, e.g., employee change of status.
- Strictly adhere to pay period guidelines and deadlines.
- Fully comply with all County / Human Resources policies, procedures, practices, timeframes, etc.
- Communicate important information to employees about payroll changes in a timely manner.
- Show fairness in dealing with every employee.
- Notify Payroll immediately for any employee owing realignment.
- Utilize the appropriate time codes, e.g., Family Medical Leave (FML)
- Immediately notify the Human Resources Department upon an employee's return from leave of absence.
- Immediately upon an employee's return from leave of absence, that employee's benefit leave balances (sick, vacation, personal) must be reviewed for possible recalculation.

I understand and acknowledge there may be changes to the responsibilities of my role as Timekeeper. I understand the County of Monmouth may add new responsibilities as well as replace, change, or cancel existing ones.

I have received the Monmouth County **Timekeeper Confidentiality/Roles and Responsibilities Acknowledgement Form** and I understand it is my responsibility to read and follow my responsibilities.