



EMPLOYEE TIME RECORDS POLICY

PURPOSE

Accurate and timely recording of hours worked is fundamental to the accurate and timely payment of staff, and is required under federal and state laws and regulations.

The purpose of this policy is to ensure accurate and timely reporting of hours worked and time-off benefits used by non-exempt staff.

STATEMENT OF POLICY

It is the policy of the University that non-exempt University employees must complete and submit approved time records in a timely and accurate manner so that correct wages are paid. The purpose of this policy is to ensure compliance with applicable laws and regulations, clarify institutional expectations, promote operational efficiencies, reduce institutional risk, and enhance the University's mission.

University Payroll establishes and manages timekeeping systems. University Payroll has the authority and responsibility to create, implement, monitor, modify, and enforce operating procedures and internal control processes consistent with this policy to ensure accurate and timely collection of the hours worked by the University's non-exempt staff in compliance with the university's legal obligations.

Non-exempt staff shall accurately record their hours worked and time-off benefit hours used at least daily, at the end of the workday, in timekeeping systems approved by University Payroll and in conformity with procedures established by University Payroll.

This policy applies to all employees subject to time-keeping requirements as described in this policy.

Time Records for Non-Exempt Employees: Non-exempt employees are required to use the University's timekeeping system to record time worked. Employees must record their own time worked. An employee's time record must be accurate and reflect all time worked on behalf of the University, regardless of where the work is performed (including time authorized by a manager to attend University activities).

Non-exempt employees must not perform any work on behalf of the University "off the clock". The non-exempt employee's manager or manager's delegate will record any leave taken on the employee's time record.

The non-exempt employee's time record must be approved each pay period by the employee's manager before the hours are submitted to be paid. A manager may only delegate his or her approval authority with written Vice President approval.

Time Records for Exempt Employees: Exempt staff, including, but not limited to, post-doctoral fellows, are required to use the University's timekeeping processes and forms to report leave taken during the month, such as vacation, medical or bereavement leave. If no leave is taken during the month, the exempt employee must use the University's timekeeping process to report that no leave was taken.

The exempt employee's time record must be approved each month by the employee's manager.

Accuracy of Time Records: Time records must be accurate and reflect all time worked and leave taken. An employee's completion of his or her time record, and the approval of that time record by a manager or manager's delegate, signifies confirmation of the time record's accuracy.

Falsification of time records may be considered just cause for corrective action, up to and including termination of employment.

POLICY TYPE: FINANCE