

## Time Reporting for Non-Exempt Employees

**Original Implementation:** Unpublished

**Last Revision:** January 27, 2015

This policy pertains to the reporting of hours worked and leave taken by non-exempt employees. Non-exempt refers to employees who are not exempt as described in the Fair Labor Standards Act.

Official time records are to be maintained for all non-exempt employees via the university's electronic timekeeping system. When an employee does not have access to enter time through the electronic timekeeping system, time must be recorded and sent to the payroll office in a method established and by the due dates set by the payroll office.

It is the supervisor's responsibility to instruct the employee on how and when to enter time worked and leave taken. It is the employee's responsibility to enter time worked and leave taken accurately per the supervisor's instructions. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation will face disciplinary action.

An employee is subject to disciplinary action, including termination, for any fraudulent time entered or failure to enter leave taken. It is the supervisor's responsibility to verify and electronically certify through the approval process that entries accurately reflect time worked and leave taken for the applicable period. Supervisors may delegate the responsibility to approve and verify time in the university's electronic timekeeping system, but under no circumstance should an employee approve his or her own time. All entries and approvals must be completed by the due dates established by the payroll office. Instructional information about the university's electronic timekeeping system shall be posted on the [payroll office website](#).

The work week begins at 12:01 a.m. on Saturday and ends at 12 midnight on Friday. Compensatory time and overtime are calculated based on the university workweek and in accordance with the Fair Labor Standards Act. See Overtime and Compensatory Time (12.14). Compensatory time, vacation leave, and sick leave may not be used prior to earning (or accruing) the leave.

**Cross Reference:** Overtime and Compensatory Time (12.14)

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Controller

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs