



## **Time Reporting for Non-Exempt Employees**

### **Purpose**

This policy establishes requirements for reporting hours worked and leave taken by non-exempt employees of Stephen F. Austin State University (SFA).

### **Persons Affected**

All SFA non-exempt employees.

### **Definitions**

Non-exempt employees: employees who are entitled to the overtime provisions as described in the Fair Labor Standards Act (FLSA).

### **Policy**

Official time records are to be maintained for all non-exempt employees via SFA'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.

The work week begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on Friday. Compensatory time and overtime are calculated based on the university workweek and in accordance with the FLSA. See SFA HOP 03-407 Overtime and Compensatory Time. Compensatory time, vacation leave, and sick leave may not be used prior to earning (or accruing) the leave.

### **Procedures**

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 is subject to disciplinary action, including termination.

An employee is also 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. These due dates and instructional information about the university's electronic timekeeping system shall be posted on the payroll office website.



**Related Statutes or Regulations, Rules, Policies, or Standards**

Fair Labor Standards Act (FLSA)

SFA HOP 03-207 Fair Labor Standards

SFA HOP 03-407 Overtime and Compensatory Time

**Responsible Executive**

Vice President for Finance and Administration

**Forms**

None

**Revision History**

September 1, 2023 (original)