



## TIMEKEEPING AND APPROVAL PROCEDURE

### PURPOSE STATEMENT

It is the intention of the university to pay employees for time worked in an accurate and timely manner and to maintain the required supporting documents and records. Employees have a responsibility too, as it applies to following university guidelines with respect to time and attendance. Supervisors/Managers have a responsibility to be familiar with those procedures covering time reporting and record keeping. This procedure applies to both exempt and nonexempt bi-weekly employees under the Fair Labor Standards Act (FLSA). Accurately reporting both time worked and exception time (i.e. vacation, sick, etc.) is the responsibility of every **nonexempt** employee. Every **exempt** employee is responsible for reporting exception time (i.e. vacation, sick, etc.). The proper approval of employee time is the responsibility of all eTIME **managers**. Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Time worked includes all time that an employee is required to be performing duties for the University. Time worked is used to determine compensatory time or overtime pay required for nonexempt employees. Failure to approve timesheets, by the established deadlines, jeopardizes on-time payroll processing.

The following provisions are included as time worked:

- **Work away from University or at home.** If approved, work performed away from the University or job site, or at home, counts as time worked. Employees should not perform work away from the University, job site, or at home unless approved in advance, in writing, by the department leadership.
- **Break time.** Rest periods of 15 minutes or less are counted as time worked.

Per the Fair Labor Standards Act (FLSA), KSU does not count the following provisions as time worked:

- **Paid leave.** Approved paid absences, including sick leave, vacation leave, holiday leave, educational support leave, military leave, jury and witness duty, and voting time off are not counted as time worked. This time will be paid but does not count towards the determination of overtime hours.
- **Lunch periods.** Uninterrupted time off for lunch is not counted as time worked and is not paid.

### DEFINITIONS

**Exempt Employees** – Salaried employees, paid monthly. Not subject to compensatory time accrual.

***Non-Exempt Employees*** – Bi-Weekly paid employees who are paid based on the hours reported as worked or other paid time off. Subject to compensatory time accruals based on hours of work exceeding 40 hours per week.

## **RESPONSIBILITIES**

### ***Nonexempt employee:***

1. *Who are required to punch in and out* must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.
2. *Who are not required to punch in and out* must accurately enter the number of hours worked on a daily basis or record any exception time (i.e. vacation, sick, etc.) taken.
3. Must submit their time records on a bi-weekly basis as directed by their managers. Employees will receive email reminders from KSU Payroll Services prior to the end of each pay period reinforcing the due date for eTIME entry and approval. Time records must reflect all hours (e.g., hours worked, vacation time, sick time) that were incurred for the pay period.

### ***Exempt employee:***

1. *Do not record their hours worked.* However, ALL exempt employees are responsible for accurately reporting use of paid time off (sick leave, annual leave, personal leave, education leave, etc.).
2. Must submit their time records on a monthly basis as directed by their managers. Employees will receive email reminders from payroll services prior to the required reporting deadline for each pay period. Time records must reflect all exception time taken (i.e. vacation, sick, etc.) for the pay period.

### ***Managers and Supervisors:***

The eTIME approver for the employee will review and approve the time record before submitting it for payroll processing.

### ***Expectations regarding leave of absence:***

When an employee is in need of extended days off (more than five days) or is experiencing frequent/regular absences due to illness or injury (their own or that of a loved one), it is the responsibility of both the employee and supervisor to communicate with HR for initiating leave of absence documentation.

1. During an approved intermittent leave of absence, the employee and supervisor must continue to enter and approve work and leave hours as indicated above. Intermittent leave tracking forms must also be submitted to HR for each pay period.
2. During a continuous leave of absence, the supervisor will be informed of the time period in which HR will be responsible for submitting time records until the point when the employee returns to active work.

## **PROGRESSIVE DISCIPLINE GUIDELINES**

***Employees*** found to be negligent in their responsibilities as it pertains to properly reporting time worked or absences may be subject to disciplinary action at the discretion of their managers and respective vice president as follows:

- First-time offense:
  - Counseled to ensure that time reporting requirements are understood.
  - Advised of the consequences of further infractions.
  - Provided with a copy of this procedure and acknowledgement receipt that it has been communicated and understood.
- Second-time offense:
  - Receive a written warning in their personnel files.
  - Subject to spot checks by their managers during the 30-day period following the infraction.
  - Required to complete a training session on time reporting and to re-acknowledge understanding of this procedure.
- Third-time offense:
  - Manager and vice president will notify the employee that the infraction will be included in the employee's next annual performance evaluation, and they will receive a second written warning in their personnel files.
- Fourth-time offense:
  - Employee will have their case presented by their manager to the Human Resources Department for review of rehabilitative/disciplinary actions up to and including termination.

*Managers* who fail to approve their employee's eTIME records prior to the Payroll Services advertised deadline may be subject to disciplinary action at the discretion of their next level manager and respective vice president as follows:

- First-time offense:
  - Counseled to ensure that time approval requirements are understood and that failure to do so may result in their employees not receiving their pay.
  - Advised of the consequences of further infractions.
  - Provided with a copy of this procedure and acknowledgement receipt that it has been communicated and understood.
- Second-time offense:
  - Receive a written warning in their personnel files.
  - Subject to spot checks by Payroll Services during the 30-day period following the infraction to ensure approvals are completed.
  - Required to complete eTIME approval training and to re-acknowledge understanding of this procedure.
- Third-time offense:
  - Manager and respective vice president will notify the manager that the infraction will be included in their next annual performance evaluation, and they will receive a second written warning in their personnel files.
- Fourth-time offense:
  - Manager will have their case presented by their manager to the Human Resources Department for review of rehabilitative/disciplinary actions up to and including termination.