

University Enterprises, Inc. Policies and Procedures		Policy No. 410
Section:	Human Resources	
Policy:	Timekeeping	
Revised Date:	March 27, 2017	

Timekeeping

I. PURPOSE

To establish a procedure for recording time worked, vacation, holidays, sick or other leave.

II. SCOPE

This procedure applies to all University Enterprises, Inc. (UEI) employees.

III. PROCEDURE AND RESPONSIBILITIES

- A. Regular Exempt Employees: All regular exempt employees should submit a completed time report for each pay period. This time report serves as documentation of vacation, holidays, and sick or other leave.
- B. All Non-exempt Employees:
 1. All non-exempt employees must accurately record daily hours worked by recording their in and out times (i.e., arrival, lunch, and departure times) on a web or biometric time clock. The time record must show any and all hours worked during each day of the payroll period as well as any vacation, holiday, sick, or other leave used, if applicable.
 2. Employees in a Regular position, as defined in Policy No. 010, must account for all scheduled hours. "Off without pay" must be approved by the supervisor and is not allowed unless the employee has no accrued leave available. For example, if an employee is scheduled for 4 hours of work, but leaves for personal reasons after 3 hours; 1 hour of accrued vacation or personal leave must be used if they have accrued leave.
- C. Overtime work must be scheduled and approved in advance by a supervisor.
- D. Submitting Time Reports: Each employee must submit their time report for approval to his or her supervisor or department head at the end of each pay period. The supervisor will then approve the time reports before noon on the next regular work day after the pay period ends. Any changes or corrections to the time report must be approved by the employee and the supervisor or department head.

IV. RELATED POLICIES

- Policy No. 405 Hours of Work and Pay Days
 Policy No. 415 Overtime for Non-exempt Employees