



Policy and Procedure on Electronic Time Reporting for Exempt and Nonexempt Employees

(Approved by the President on March 29, 2005; revised November 14, 2005)

I. PURPOSE

To provide UMBI Exempt and Nonexempt employees, including Regular Status and Contingent Category I and II status employees, with procedures for completing electronic timesheets.

II. BACKGROUND

UMBI VII-6.10 (A) UMBI Procedure on Work Schedules for Exempt Employees and UMBI VII-6.10 (B) UMBI Policy and Procedure on Workweek, Work Schedules and Time Reporting for Nonexempt Employees state that Exempt and Nonexempt employees are required to complete and sign an electronic timesheet by the specified deadline each pay period. To ensure that both employees and their supervisors follow those policies, this procedure outlines the responsibilities of all involved parties: the employees, the supervisors, the Unit business office, and the UMBI Human Resources Office.

III. DEFINITIONS

- A. Biweekly Employee - An Exempt or Nonexempt employee who is paid a regular biweekly salary for a pre-set percentage of full-time effort.
- B. Designee - an employee authorized by a Supervisor to approve electronic time records in the absence of the Supervisor.
- C. Hourly Employee - An Exempt, Nonexempt, or Student employee who receives an hourly wage and whose weekly hours of work may vary.
- D. Submit a Time Record - Completing and executing the proper signoff procedure on an electronic time record or on a paper time record after the deadline for electronic submission.

IV. POLICY

It is the policy of UMBI that Hourly Employees for whom a properly completed time record is not submitted shall not be certified for payment until such a time record is submitted.

V. PROCEDURE

A. Biweekly Employees Responsibilities

- 1. Nonexempt biweekly employees shall record the time they begin to work (Time In) and the time they cease working (Time Out) on the electronic time sheet for each day worked. Any paid leave used shall be recorded in the appropriate box on the electronic time record.
- 2. Exempt biweekly employees shall record a check mark for having completed their duty for a given day of their regular schedule. Any paid leave used shall

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be recorded in the appropriate box.

3. Biweekly employees are encouraged to complete these entries on daily basis rather than waiting until the end of the biweekly pay period. Planned absences (such as vacation) can be entered up to two pay periods in advance.
4. Biweekly employees are required to complete the electronic time sheet and perform the "final signoff" by midnight on the Saturday following the close of the pay period (which is midnight on the first Saturday of the following pay period). This signoff constitutes submittal of the time record for the pay period.
5. After the signoff deadline, the electronic time system will not allow the employee or supervisor to make any changes to the time record. Only the final signoff and notes may be added at that time.
6. If the employee fails to submit a completed time record by the deadline, the employee will be notified by the Unit payroll office on the following Monday to do so by close of business on that day.
7. If additions or corrections are needed to the time record of the pay period just completed, the employee shall print the time record, record changes in ink, sign the time record on the second page, and submit it to the Supervisor for signature. If additions or corrections are made via paper submission, the employee shall enter the following in the Notes field of the time record being amended: "See corrected paper time record in employee file." The employee shall then sign off on the electronic time record.
8. Employees who consistently fail to properly submit electronic time records may be subject to disciplinary action.

B. Hourly Employee Responsibilities

1. All Hourly employees, regardless of category (Exempt, Nonexempt or Student) shall record the time they begin to work (Time In) and the time they cease working (Time Out) on the electronic time sheet for each day worked.
2. Hourly employees are encouraged to complete these entries on a daily basis rather than waiting until the end of the biweekly pay period.
3. Hourly employees are required to complete the electronic time sheet and perform the "final signoff" by midnight on the Saturday following the close of the pay period (which is midnight on the first Saturday of the following pay period). This signoff constitutes proper submittal of the time record for the pay period.
4. After the signoff deadline, the electronic time system will not allow the employee or supervisor to make any changes to the time record. Only the final signoff and notes may be added at that time.
5. If the Hourly employee fails to properly submit a completed time record by the end of the pay period (Saturday at midnight), the employee will be notified by the Unit payroll office on the Monday following the deadline to sign off by close of business on that day. If the hourly employee does not submit a signed time record by close of business on Tuesday after the "sign off" deadline, the employee will not be paid for that time period and will be required to wait until

the next pay period to be paid for those hours.

6. If additions or corrections are needed to the time record of the pay period just completed, the employee shall print the time record, record changes in ink, sign the time record on the second page, and submit it to the supervisor for signature. If additions or corrections are made via paper submission, the employee shall enter the following in the Notes field of the time record being amended: "See corrected paper time record in employee file." The employee shall then sign off on the electronic time record.
7. Hourly employees who consistently fail to properly submit electronic time records may be subject to disciplinary action.

C. Supervisor Responsibilities

1. Supervisors are required to review and sign off on electronic time records of the Biweekly and Hourly employees who report to them by the deadline each pay period.
2. The deadline for Supervisor signoff on Biweekly Employee time records is midnight on the Saturday following the close of the pay period (which is the first Saturday of the following pay period).
3. The deadline for Supervisor signoff on Hourly Employee time records is midnight on the Saturday following the close of the pay period (which is the first Saturday of the following pay period).
4. After the signoff deadline, the electronic time system will not allow the employee or supervisor to make any changes to the time record. Only the final signoff and notes may be added at that time.
5. If the supervisor fails to sign off on an employee time record by the deadline, the supervisor will be notified by the Unit payroll office on the following Monday to do so by close of business on that day.
6. If additions or corrections are needed to the time record of the pay period just completed, the employee shall print the time record, record changes in ink, sign the time record on the second page, and submit it to the Supervisor for signature. The supervisor shall review the time record and sign the paper form in ink, then submit it to the Unit payroll office (the paper form shall not be returned to the employee). If additions or corrections are made via paper submission, the supervisor shall enter the following in the Notes field of the time record being amended: "See corrected paper time record in employee file." Then the supervisor shall sign off on the electronic time record.
7. If the supervisor does not agree with any entries made by the employee, he/she should discuss them with the employee before the end of the pay period so that corrections can be made, if necessary, on the electronic time record. If corrections are not made electronically before the signoff deadline, they shall be made on the paper time record signed by the employee and supervisor, as described above in item V.C.6.
8. If the Hourly employee is unable to sign off on the electronic time record (i.e., because of illness), the Supervisor can enter time worked and perform the

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supervisor approval, which will constitute proper submission of the time record.

9. Only the supervisor is able to enter certain types of approved unpaid leave types into the employee's time record (paid Family & Medical (F&M) Leaves, unpaid F&M Leave, Active Military Leave, Approved Leave Without Pay, Unpaid F&M Leave, Furlough, unpaid suspension, unauthorized absence). Supervisors should discuss this action with the Unit Payroll preparer before entering such time.
10. If a supervisor fails to sign off on the electronic time record of an hourly employee by the deadline, the employee will not be paid on schedule. The Supervisor must arrange with the Unit's HR/Payroll representative to make a Pay Adjustment for the employee.

D. Unit Payroll Responsibilities

1. On the Monday following the end of each pay period, a designated person in the Unit Business Office shall run a standard WOW report listing employees and supervisors who have not signed electronic time records and shall notify those employees and supervisors to do so by midnight on the Saturday following the close of the pay period.
2. The Pay Calculation screen in PHR will indicate hourly employees whose supervisors have not approved their time sheets. The names of the supervisors will also have appeared on the WOW report described in item D.1. above.
3. If an Hourly employee does not sign off on the electronic time record, but the supervisor knows that extenuating circumstances prevent the employee from doing so (such as illness), the supervisor should make any necessary corrections or entries on the employee's electronic time record and sign off as supervisor by the signoff deadline.

E. UMBI Human Resources Office Responsibilities

1. The UMBI Human Resources (HR) office will run WOW reports on a quarterly basis to determine compliance with the requirement for employees and supervisors to sign off on electronic time records in a timely manner.
2. Noncompliance will be brought to the attention of the Center Assistant Director or equivalent.
3. Employees and supervisors who have missed signing off on individual time records will be contacted by the UMBI HR Office and asked to do so immediately.
4. Employees and supervisors who consistently fail to sign off on time records on a timely basis will be reported to the Unit Head and may be subject to disciplinary action.

VI. EFFECTIVE DATES

- A. Unit Payroll Preparers shall begin running WOW reports and informing Hourly and Biweekly Employees and Supervisors of their responsibilities regarding time reporting at the close of the pay period after this policy is approved by the President.

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- B. Effective with Pay Period 2006-10 (10/30/05 - 11/12/05), Hourly Employees whose supervisors have not approved the electronic time record by the signoff deadline will not be paid on schedule. For payment in a subsequent pay period, the supervisor or his/her designee must still approve the electronic time sheet for the unpaid pay period before the Unit's Payroll representative can process a Pay Adjustment.