

## **TIME RECORDS FOR NON-EXEMPT EMPLOYEES (Hourly and Salaried Bi-weekly Employees)**

**Section:** Human Resources

**Policy:** University Housing follows all University of Georgia policies related to time records including but not limited to the: [Standard Work Week and Payment of Overtime Compens](#) and [Overtime](#) policies.

**Purpose:** This policy follows the business practice of maintaining time records for all employees paid by the hour (hourly and salaried bi-weekly).

**Scope:** This policy applies to all employees who are classified as non-exempt and their supervisors.

### **Procedure:**

- I. Employees must clock in and out daily via a Kaba time clock nearest to their workstation (unless there is a business need to clock in/out at a different location), verify that all hours worked are correct and notify their supervisor if there is any discrepancy on the time card.
  
- II. The University's regular business hours are 8 a.m. to 5 p.m. Monday through Friday. There are instances where individuals may work a different schedule; however, approval by management is required and exceptions will only be considered if there is a business need. Please reference the University Housing Teleworking and Flextime Policy for more information.
  
- III. Overtime and compensatory time
  - a. Apart from student employees, all other employees paid by the hour may work 40 hours per pay week. Hours in excess of 40 should be discussed and approved via email by a supervisor in advance. If approval prior to earning over/compensatory time cannot occur (i.e., in the event of an emergency), employees should email supervisors directly after the event. Reference to the over/compensatory time approval email should be noted in Kaba by the supervisor.
  - b. Any hours worked in excess of 40 in a week will be paid out as overtime unless an employee makes an election to receive compensatory time. The election form is located on the housing staff website under forms. An employee may also use this form to elect to revert back to overtime pay. The effective date of the election request will be the first day of the new pay period (Sunday) following the receipt of the request.
  - c. Approved compensatory time is subject to a maximum accumulation of 240 hours.
  - d. Compensatory time will be applied to leave prior to reducing annual leave balances.
  - e. Supervisors are expected to closely monitor employee hours to ensure employees are working a 40-hour week unless over/compensatory time is required and previously approved, or if a staff member is responding to an emergency.
  - f. Please reference the UGA policy, Time and Attendance Recordkeeping for Non-Exempt Employees, regarding Kaba rounding so that unnecessary overtime is not inadvertently accrued.
  
- IV. Supervisors will check each electronic time card for the following:

- a. The total hours worked are correct and the employee has clocked in and out appropriately.
  - b. There are no missed punches on the time card.
  - c. Student employees have worked 20 hours or less for each pay week and no more than six consecutive hours per shift. Please see University Housing's Additional Employment/Student Staff Hours policy regarding student staff working in excess of 20 hours per week.
- V. Supervisors are expected to approve time at least weekly and must approve electronic time cards no later than 9:30 a.m. Monday, following the last Saturday of the pay period unless otherwise required.
- VI. The housing human resources manager, who is the department's time and absence approver, will approve any timesheets left unapproved after 9:30 a.m.
- VII. Failure by supervisors to follow proper payroll procedure for employees, or to approve timesheets in a timely manner, will be reported to the director group for follow up.

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