

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

Section: Human Resources

Policy: University Housing follows all University of Georgia and University System of Georgia policies related to time records including but not limited to the: [Workweek and Overtime](#) policy.

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 TCP time clock nearest to their workstation (unless there is a business need to clock in/out at a different location). The expectation is that employees:
 - a) Clock in no earlier than two minutes before their start time and clock out no later than two minutes after their designated schedule time,
 - b) Not start work until clocking in and not work after clocking out,
 - c) Verify that all hours worked are correct and
 - d) Notify their supervisor if there is any discrepancy on their 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 TCP 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 and is also saved with this policy. 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 resource regarding [TCP rounding](#) so that unnecessary overtime is not inadvertently accrued.

- IV. Supervisors will check each electronic time card to determine:
- a) The total hours worked are correct
 - b) There are no missed punches on the time card
 - c) The employee has clocked in and out appropriately
 - d) Student employees have worked 20 hours or less for each pay week (Please see University Housing's Additional Employment/Student Staff Hours policy regarding student staff working in excess of 20 hours per week)
 - e) Student employees have worked no more than six consecutive hours per shift
 - f) On-call pay for full-time non-exempt employees and holiday pay for student employees have been entered correctly
 - g) Leave requests have been accurately submitted regardless of whether an employee has accrued leave or not
- Best practice is for supervisors to clearly state the expectation of timeliness and follow up with staff with a conversation after three timeliness issues in a pay period. Accountability follow ups should continue to escalate if timeliness issues continue. Please contact Mildred Anderson in University Housing HR for guidance.*
- V. Supervisors are expected to approve time:
- a) At least weekly
 - b) Must approve electronic time cards no later than 9:30 a.m. Monday—following the last Saturday of the pay period—unless otherwise required/notified.
 - c) Supervisors are expected to notify the human resources coordinator at hsg-hr@uga.edu no later than noon the Friday before payroll ends if they will be out of the office and cannot approve timesheets so time can be approved on their behalf.
- VI. The housing human resources coordinator, 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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