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

Section: Human Resources

Policy: University Housing follows all University of Georgia (UGA) policies related to time records including:
Time and Attendance Recordkeeping for Non-Exempt Employees (Hourly and Salaried Bi-weekly payrolls) (http://www.policies.uga.edu/FA/nodes/view/940/Time-and-Attendance-Recordkeeping-for-Non-Exempt-E)
Overtime (http://policies.uga.edu/FA/nodes/view/1203/Overtime) and Hours Worked (http://policies.uga.edu/FA/nodes/view/1109/Hours-worked).

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 Kronos time clock or at an assigned work station, 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. For approved instances, a Flextime Request Form for Classified Staff should be completed by the employee’s supervisor and routed through the supervisory chain to the executive director.

III. Overtime and compensatory time
   a. Apart from student employees, all other employees paid by the hour (PLTWK, CLRCTC, LBCLR, MAINT) may work 40 hours per pay week. Hours over 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 Kronos.
   b. Any hours worked over 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 (Thursday) following the receipt of the request.
   c. Approved compensatory time is subject to a maximum accumulation of 240 hours and must be expended by the end of the current fiscal year.
   d. Compensatory time will be applied to leave prior to reducing annual leave balances. Supervisors should make every accommodation possible to allow an employee to use compensatory time, but if it cannot be used by the employee, the equivalent will be paid in overtime pay.
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 Kronos rounding so that unnecessary overtime is not inadvertently accrued.

IV. Employees will approve their electronic time card by the end of their shift on the last Wednesday of the pay period unless otherwise required. Approvals can be done at a time clock or at https://mytime.uga.edu/.

V. 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 more than 20 hours.
   d. The employee has approved their time card.

VI. Supervisors must correct missed punches, add appropriate pay codes and comments to time cards prior to the employees’ approval.

VII. Supervisors must approve time cards no later than 10 a.m. Thursday, following the last Wednesday of the pay period unless otherwise required.

VIII. The Housing Business and Human Resources office will approve and sign-off payroll.

IX. Failure to follow proper payroll procedure for student employees will result in a payroll discrepancy report submission to the management team. The report will then be distributed to respective student employee supervisors for each pay period that a discrepancy exists.

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