0580.00 Tracking Hours Worked

- PURPOSE AND SCOPE
- RESPONSIBILITIES
  - HR Operations Responsibilities
  - Non-Exempt (Hourly-paid & Student) Employee Responsibilities
  - Exempt (Salaried & Faculty) Employee Responsibilities
  - Time Approver Responsibilities
- DEFINITIONS
  - Compensable Time (Hours Worked)
  - Fair Labor Standards Act (FLSA)
- POLICIES
  - Anticipating Time
  - Fifteen Minute Increments
- RELATED DOCUMENTATION

PURPOSE AND SCOPE

This policy provides University departments with an authorized method for tracking and approving hours worked and paid time off for employees. Timely and accurate recordkeeping of hours worked and subsequent timely approval of hours reported is critical to ensuring employees are paid in accordance to law.

To ensure Fair Labor Standards Act (FLSA) compliance, non-exempt employees are required to report hours worked in MaineStreet Time and Labor Timesheet. Authorized Time Approvers will review the time and approve as appropriate according to the established payroll deadlines. Unless the supervisor has personal knowledge and documentation that the employee didn't work, the supervisor should not change the time and the University is responsible for paying the employee for the hours the employee reported.

Maine Statute: Timely and full payment of wages (http://legislature.maine.gov/statutes/26/title26sec621-A.html) At regular intervals not to exceed 16 days, every employer must pay in full all wages earned by each employee. Each payment must include all wages earned to within 8 days of the payment date. To comply with this law, non-exempt employees must be paid in accordance with our biweekly payroll schedule.

RESPONSIBILITIES

HR Operations Responsibilities:

HR Operations will enter biweekly payroll job components for non-exempt employees that include an appropriate hourly rate and functionality to report hours worked on a Timesheet.

MaineStreet time and leave reporting training for employees will be provided at time of hire and on an ongoing basis as needed. Time approval training will also be provided.

Non-Exempt (Hourly-paid & Student) Employee Responsibilities

Non-exempt employees must accurately report all hours worked and any leave taken on a daily basis. Regular hours must document hours actually worked, rather than hours scheduled to work.

Each non-exempt employee is responsible for ensuring that all time worked and leave taken are accurately reflected on their timesheet, and the timesheet must be submitted by the employee on a daily basis to ensure adherence to the established payroll deadlines. Failure to submit the timesheet by the established deadline may jeopardize on-time processing and receipt of employee pay.

Timesheets must be submitted for each pay period worked. State and Federal regulations require the employees be paid for any and all hours worked during a pay period. Timesheets should not be held over multiple pay periods.

Continual neglect by an employee to submit time and/or leave in accordance with established policies and pay dates may result in disciplinary action.

Exempt (Salaried & Faculty) Employee Responsibilities

Exempt employees (staff and faculty) only record exception time on the timesheet. The employee’s time sheet must be submitted by the employee by the established payroll deadlines.

Continual neglect by an employee to submit time and/or leave in accordance with established policies and pay dates may result in disciplinary action.

Time Approver Responsibilities

The time approver is typically the direct supervisor with authority to approve or deny leave. The time approver is responsible for ensuring that all time and leave records are input in MaineStreet and accurate for their areas of responsibility by the established payroll deadlines. Managers with timesheet approval responsibilities are required to approve timesheets for their direct reports as required by the established payroll approval deadlines.
If primary time approvers are not available to approve timesheets in accordance with the established approval dates, their responsibility must be delegated to an authorized and approved proxy. An individual who is reporting time should not be responsible for approving her/his own time.

Time approvers who do not review, correct, and approve timesheets by the deadlines may be subject to disciplinary action.

If the supervisor has reason to believe time submitted was not worked, the supervisor should speak with the employee to resolve the discrepancy, have the employee resubmit the time, and then approve it. It is necessary to resolve discrepancies and approve the timesheet by the payroll approval deadline. Unless the supervisor has personal knowledge and documentation that the employee didn't work, the supervisor should not change the time and the time should be approved for timely payment.

DEFINITIONS

Compensable Time (Hours Worked)

Work not requested but suffered or permitted to be performed is work time that must be paid for by the University. For example, an employee may voluntarily continue to work at the end of the shift to finish an assigned task or to correct errors. The reason is immaterial. The hours are work time and are compensable. See Fact Sheet #22: Hours Worked Under the Fair Labor Standards Act (FLSA) for details.

Fair Labor Standards Act (FLSA)

FLSA is a Federal Employee Protection Act that includes provisions which prohibit child labor, set minimum wage, require overtime pay, require equal pay and require record keeping. FLSA governs the distinction between exempt status (not eligible for overtime pay) and non-exempt or hourly status (eligible for overtime pay). An employee has to be either exempt or non-exempt in totality, not each position.

POLICIES

Anticipating Time

Time reporters should report time worked and taken off as it occurs. Vacation time should be reported right before the employee embarks for vacation. Employees should not anticipate overtime hours and approvers should not approve overtime hours until they have actually been worked. Overtime is calculated after forty hours of regular time has been entered.

Fifteen Minute Increments

Time must be reported in quarter hour increments in the Time and Labor system. Acceptable entries should be reported with the following decimals:

- .00
- .25
- .50
- .75

RELATED DOCUMENTATION

- Time Management Training Materials:
  - Reporting Time for Holidays, Administrative Leave, Compensatory Time, Sick and Vacation.
  - How-to Articles - Employee Time Entry
  - How-to Articles - Manager Self-Service
  - UMS Academy: UMS HR Payroll Time Approval