Time Reports

Responsible Officer: Vice President for Human Resources
Sponsoring Department: Human Resources
Revision Date: 12 June 2017
Errors or changes to: aim@uta.edu

I. General Policy

All nonexempt employees, both hourly and salaried, must complete weekly/semi-monthly time sheets in the UTShare system. Time sheets must accurately reflect total number of hours worked and the total number of hours absent from work during any given workweek. Each time sheet must be submitted by the employee and approved by his/her supervisor. All submitted time will be keyed into the UTShare system by a department timekeeper. Since time records are official documents and are subject to review by Federal and State authorities, accuracy and completeness are essential.

A. All time records shall be maintained by the employing department.

II. Time Cards

A. General Information:

The Fair Labor Standards Act requires that all nonexempt employees prepare time cards. The employing department may require exempt employees to prepare a time card.

Monthly nonexempt employees are based on their appointment. However, the monthly nonexempt employee shall complete a time card that supports the salary paid on the appointment for each monthly pay period. If an employee fails to work and/or report hours absent with pay for the total appointed work period each month, the department must adjust the employee's appointment via an Electronic Document to reflect the Leave of Absence without pay. Note: If a department must adjust repeatedly an employee's appointment for Leave of Absence without pay, Payroll Services recommends that the department appoint the employee on an hourly appointment. The employing department shall retain the completed time card three years after the fiscal year end per the Record Retention Schedule.

All overtime earned by monthly paid employees is paid on the semi-monthly payroll that pays on the fifth working day following the end of the month in which the overtime was earned.

1. Semi-monthly nonexempt employees are paid based on the hours recorded on the time card and then reported on Departmental Payroll.
Voucher (Form 1-1). Payroll Services mails to the department a generic timecard that can be copied for each hourly employee.

The employing department enters all hours worked into UTShare. All overtime worked is banked as Overtime State Compensatory Time. When a department wishes to pay the overtime, they prepare the Departmental Payroll Voucher (Form 1-1), paper or electronic, to transmit to Payroll Services the hours to be paid to each employee. Payroll Services will deduct the Overtime from the accrued State Compensatory Time bank. The paper time card is attached to a copy of the Departmental Payroll Voucher (Form 1-1) and retained in the department. The employing department shall retain the time card by pay period for three years after the fiscal year end per the Record Retention Schedule.

All overtime earned by hourly employees is paid on the semi-monthly payroll that pays on the fifth working day following the end of the month in which the overtime was earned.

B. Preparation of Time Cards:

1. The time card must be completed in ink and signed by the employee and the supervisor.

2. Corrections must be initialed by the supervisor.

3. Each employee must record the ACTUAL time of arrival and departure on his/her time card.

4. It is the responsibility of the department head to determine the method of calculating the time worked and applying this method consistently within the department. Time worked may be calculated by rounding to the nearest quarter hour or by using actual time.

5. Each department should use the time card issued by Payroll Services, Forms 1-5A – 15C.

6. PAY PERIOD TOTALS

   a. HOURS WORKED - Number of regular hours actually worked during the pay period. The regular hours reported shall not exceed the percent of time on the appointment. For example: If the employee is appointed at 50% time, the regular hours reported will not exceed 20 hours in any one week. Hours exceeding 20 hours and up to 40 hours in one week will be reported as Straight Time Earned and will be paid on an overtime document.

   Work study students will not be appointed over 19 hours and may not receive overtime in any circumstances. Note: The time card in all cases shall reflect the actual time of arrival and departure. The department must calculate hours based on exact time of arrival and departure.
b. HOURS ABSENT WITH PAY - Report number of hours for approved absences including holidays, vacation, sick leave, or FLSA comp time taken.

c. OVERTIME HOURS EARNED - For eligible employees who have worked more than 40 hours in a given week, enter the actual number of overtime hours earned.

- If an employee works 40 hours during a week with an 8 hour holiday, the extra time is considered straight time, not overtime.

- If the end of the pay period falls in the middle of the week, overtime is not earned unless the hours worked in that partial week exceed 40 hours. The next pay period, the department must review the hours worked in that previous partial week to determine if the employee has earned overtime during that complete forty hour work week that has been separated on two time cards.

d. TOTAL HOURS REPORTED - Total hours reported in the pay period.

e. EMPLOYEE SIGNATURE - The employee must sign the time card in order to receive a check on the day of distribution. THE EMPLOYEE SHOULD ALWAYS BE CERTAIN THAT ALL OF THE INFORMATION ON THE TIME CARD IS CORRECT BEFORE SIGNING. IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO CHECK FOR ERRORS THAT MAY CAUSE THE EMPLOYEE TO BE PAID INCORRECTLY.

f. SUPERVISOR SIGNATURE - By signing the time card, the authorized supervisor verifies that the time reported is accurate. All errors on the time card (white-out, cross-out, etc.) must be initialed by the supervisor.

g. All hours absent during the workweek must be shown with the appropriate code:

<table>
<thead>
<tr>
<th>HOURS ABSENT</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(V)</td>
<td>VACATION</td>
<td>PAID</td>
</tr>
<tr>
<td>(H)</td>
<td>HOLIDAY</td>
<td>PAID</td>
</tr>
<tr>
<td>(S)</td>
<td>SICKNESS</td>
<td>PAID</td>
</tr>
<tr>
<td>(J)</td>
<td>JURY DUTY</td>
<td>PAID</td>
</tr>
<tr>
<td>(SC)</td>
<td>STRAIGHT</td>
<td>PAID</td>
</tr>
<tr>
<td></td>
<td>COMPENSATION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TAKEN</td>
<td></td>
</tr>
<tr>
<td>(OC)</td>
<td>OVERTIME</td>
<td>PAID</td>
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<td></td>
<td>COMPENSATION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TAKEN</td>
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</tr>
</tbody>
</table>
Questions concerning time cards or paychecks may be directed to the employing department or to Payroll Services, ext. 2-5426.

III. Weekly Exempt Time Record (Absence Report)

A. Each employee who does not complete a time card shall complete a Weekly Exempt Time Record (Form 1-5D).

B. The department shall use the Weekly Exempt Time Record (Form 1-5D) to enter information on a weekly basis in UTShare.

C. The Weekly Exempt Time Record (Form 1-5D) shall be retained in the department for three years.

Related Forms

Departmental Payroll Voucher (Form 1-1)

Monthly Employee Time Record (Form 1-5A)

Hourly Employee Time Record (Form 1-5B)

Weekly Employee Time Record (Form 1-5C)

Weekly Exempt Time Record (Form 1-5D)