Time Management and Attendance Records

LAST REVISED ON 04/2021

This policy applies to: All staff, faculty, residents, fellows, postdoctoral appointees, strong staffing temporary employees, student employees (undergraduate students employed through Student Employment and graduate students not paid a stipend/fellowship in furtherance of their degree)

I. Policy

Orderly pay and benefits administration as well as compliance with State and Federal regulations require that a record of actual hours worked along with non-work time be maintained on a daily basis for all nonexempt (hourly-paid) employees. Accurate records of paid or unpaid non-work time must also be maintained for exempt (salaried) employees including faculty, staff, residents, fellows and postdoctoral appointees.

II. Guidelines

A. Time Report Records

1. For Hourly Paid Employees (including staff and students): Departments are required to ensure work hours and non-work hours are accurately recorded in the Human Resources Management System (HRMS) Time Management System. This includes actual start time and end time for all hours worked and non-worktime including but not limited to vacation, PTO (if applicable), sick time, disability leave, family medical leave, paid family medical leave or workers' compensation.

2. For Staff in Exempt Job Classifications, Faculty, Residents, Fellows and Postdoctoral Appointees: Applicable exception (non-work) time should be recorded in the HRMS system. This may include vacation (if applicable), sick time, disability leave, family medical leave, paid family medical leave or workers' compensation. Residents will use MedHub to record exception time.

B. Intentional False Reports

Any individual falsely reporting time worked, or intentionally misusing the time clock systems, will be subject to disciplinary action.

C. Corrections

Supervisors should inform staff members promptly if changes are required to correct time report records.

III. Procedure

A. Nonexempt Staff

Employees or department timekeepers will record and approve actual hours worked and paid non-work time in the HRMS Time Management System.

B. Staff in Exempt Job Classifications, Faculty, Residents, Fellows and Postdoctoral Appointees

Individuals or Department timekeepers will maintain a record of each day not worked with the appropriate time and labor code for each individual in HRMS Time Management system. Residents will use MedHub as noted above.

ABOUT THIS POLICY

Policy Applies To
Staff

Policy Number
413

Policy Group
Human Resources

Issuing Authority
Human Resources

Responsible Officer
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