

## HR5029 - Timekeeping and Leave Reporting

### POLICIES

**Issued:** April 15, 2021

**Responsible** Executive Vice President and Chief Operating and

**Official:** Financial Officer

**Responsible**  
**Office:** Human Resources

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### Policy Statement

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The University of Memphis maintains time and leave records for non-exempt employees and maintains leave records for exempt employees according to the Fair Labor Standards Act (FLSA). The Department of Human Resources and the Payroll Office are responsible for developing and maintaining systems necessary to keep accurate records of employees' time and attendance, to appropriately issue payments, and to monitor leave usage.

Web Time Entry (electronic system) and time clocks are acceptable means for keeping a record of hours worked by an employee for payroll purposes.

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### Definitions

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#### Standard Work Schedule

The standard work schedule is:

- 8:00 a.m. to 4:30 p.m., Monday through Friday
- 7.5 hours per day; 37.5 hours per week (8.0 hours per day; 40 hours per week for Police Services employees)
- 1 unpaid hour for meal break each day
- 1,950 hours per fiscal year (2,080 hours per fiscal year for Police Services employees)

The standard time/leave reporting period is from Saturday through Friday.

#### Non-Standard Work Schedules

Work schedules that vary from the standard work schedule, with the exception of Police Services, are considered to be non-standard and are addressed in policy [HR5061 - Alternative Work Arrangements](#).

<b>Web Time Entry (WTE)</b>	Web Time Entry is an electronic system which enables employees to report their time worked and leave taken via the University's Portal through Employee Self-Service.
<b>Workweek</b>	For non-exempt employees, a workweek begins on Saturday and ends on Friday and is used to calculate overtime hours.
<b>Straight Time</b>	Refers to the employee's regular hourly rate of pay. This rate is applied to time worked up to 37.5 hours in the same workweek.
<b>Straight-Time Overtime</b>	Equals the employee's regular hourly rate of pay. This rate is applied to time worked above 37.5 hours and up to 40 hours, in the same workweek. Time counted for overtime pay purposes includes only hours actually worked and paid holiday hours.
<b>Premium-Time Overtime</b>	Equals one-and-one-half times the employee's regular hourly rate of pay. This rate is applied to time worked above 40 hours in the same workweek. Time counted for overtime pay purposes includes only hours actually worked and paid holiday hours.

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### **Procedures**

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<b>Non-exempt Time/Leave Reporting</b>	<p>Non-exempt employees must report all straight and overtime hours worked, and any leave taken during each pay period. Time/leave must be reported using only whole hours and tenths of an hour. Time/leave reporting must utilize University approved time reporting systems. Supervisors are responsible for timely approval of hours worked, leave taken and timely submission of corrections/adjustments to the Payroll Office.</p> <p>Non-exempt employees and supervisors must complete time sheets according to <a href="#">established payroll deadlines</a>. Time sheets may be submitted in advance of deadlines when using Web Time Entry. By virtue of entering the time online and hitting the "submit for approval" button, the employee certifies the information entered is true and correct.</p> <p>When time sheets are not submitted or approved on schedule, late salary payments will be made on the next scheduled biweekly payroll.</p>
<b>Exempt Leave Reporting</b>	Regular exempt employees, 12-month faculty, coaches and post-doctoral fellows must report any leave taken during each pay

period. Leave must be reported using only whole hours and tenths of an hour.

Nine-month faculty should refer to policy [HR5030 - Nine-Month Faculty Sick Leave Reporting](#) for guidance.

Employees should complete their leave reports according to [established payroll deadlines](#). Generally, the deadline for reporting leave is the 10th calendar day of the month after the end of the pay period. This deadline may be adjusted due to holidays or University emergency closings.

Supervisors are responsible for timely approval of leave taken and timely submission of corrections/adjustments to HR Records Management.

Leave reports may be prepared in advance. If leave reports are not submitted on schedule, any necessary salary payment or leave balance adjustments will be made on the next scheduled monthly payroll. By virtue of entering the leave online and hitting the “submit for approval” button, the employee certifies the information entered is true and correct.

### **Recording Hours and Partial Hours**

All attendance records, time sheets, leave records, payroll documents and other timekeeping documents/systems will be recorded using only whole hours and tenths of an hour. The following schedule will be followed in the documentation of time worked or absent:

- 1- 6 minutes = .1 hour
- 7-12 minutes = .2 hour
- 13-18 minutes = .3 hour
- 19-24 minutes = .4 hour
- 25-30 minutes = .5 hour
- 31-36 minutes = .6 hour
- 37-42 minutes = .7 hour
- 43-48 minutes = .8 hour
- 49-54 minutes = .9 hour
- 55-60 minutes = 1.0 hour

### **Overtime**

All non-exempt employees must be paid for all hours worked. Employees will be paid overtime when they work more than 37.5 hours in the same workweek (Saturday through Friday). There are two categories of overtime:

- **Straight-Time Overtime** equals the regular hourly rate. This rate is applied to hours in excess of 37.5 hours and up to 40 hours in the same workweek.
- **Premium-Time Overtime** equals one-and-one-half times the regular hourly rate. This rate is applied to hours in excess of 40 hours in the same workweek.

NOTE: Time counted for overtime pay purposes includes only hours actually worked and paid holiday hours. All other hours are excluded from calculation of overtime (e.g., annual leave, sick leave, jury duty leave, bereavement leave, etc.).

Employees are not permitted to perform work past their regular schedule without specific prior approval from their supervisor. Overtime may be authorized only if appropriate budget arrangements have been made.

**Exemption from Overtime**

Executives, administrators, professionals and employees who teach, provided they meet the test for exemption from overtime under the Fair Labor Standards Act (FLSA), are expected to devote whatever time is required to complete their duties and responsibilities. The Human Resources Department determines for each position if the test for exemption under FLSA has been met. Therefore, all exempt employees are ineligible from receiving compensation for hours worked in excess of 37.5 per week.

**Requesting, Using and Reporting Annual and Sick Leave**

Requests for annual leave are subject to approval by the immediate supervisor prior to the beginning of the leave and must be reported. Annual and sick leave **shall not** be advanced (i.e., taken during the month leave hours are accrued). Sick leave usage in excess of the available sick leave balance will be charged to the employee's accumulated annual leave balance, if hours are available. Otherwise, the excess sick leave time taken will be unpaid.

The supervisor should establish a consistent process for how employees are expected to request advance approval for using annual leave and planned sick leave as well as how they are expected to report unexpected absences.

**Paid Work Breaks**

Up to two fifteen-minute paid breaks may be taken each workday if workflow permits. When permitted, the breaks are allowed in two blocks of time only, not in shorter, more frequent breaks away from work nor in one 30-minute break.

## **Holiday Pay**

An employee who is required to work on a holiday has two options for payment:

- Pay for regular number of hours accrued for holidays (e.g., 7.5 hours for most employees and 8.0 hours for Police Services employees).
- Regular number of hours to be taken off on another date, but within the same workweek.

Regular employees on a compressed work schedule should revert to the standard 7.5 hours per day work schedule during pay periods with paid holidays. This return to the normal work schedule will avoid confusion about how hours should be paid during a work week with one or more holidays.

Regular part-time employees will be paid for designated University holidays on a pro-rata basis.

Employees on unpaid leaves of absence are not entitled to compensation for official holidays that occur during their unpaid leave.

## **Unpaid Leaves of Absence**

Leave without pay should be reported using a University approved time and leave reporting system or form. Whether an employee is required to utilize available sick or annual leave while on leave of absence depends on the purpose for the leave. Policy [HR5025 - Leaves of Absence](#) provides complete details.

Employees on unpaid leaves of absence are not entitled to compensation for official holidays that occur during their unpaid leave.

## **Temporary and Student Employee Time Entry**

Non-exempt temporary employees and student employees are responsible for entering and submitting all regular and overtime hours worked during the pay period using University approved methods. Time must be reported using whole hours and tenths of an hour, as listed below.

- 1- 6 minutes = .1 hour
- 7-12 minutes = .2 hour
- 13-18 minutes = .3 hour
- 19-24 minutes = .4 hour
- 25-30 minutes = .5 hour
- 31-36 minutes = .6 hour
- 37-42 minutes = .7 hour
- 43-48 minutes = .8 hour

- 49-54 minutes = .9 hour
- 55-60 minutes = 1.0 hour

Employees should complete electronic time sheets according to [established Payroll deadlines](#). Electronic time sheets may be entered in advance of deadlines. If time is not submitted on schedule, late salary payment will be made on the next scheduled biweekly payroll. By virtue of entering the time online and hitting the “submit for approval” button, the employee certifies the information entered is true and correct.

Non-exempt temporary and student employees do not accrue annual or sick leave and are not eligible for holiday pay; therefore, these types of absences are not reported. Only hours actually worked are reported.

### **Emergency Closings**

Occasionally the University is closed due to inclement weather or other emergencies. Employees who are required to work during these closings will be compensated as prescribed in policy [GE2007 - Emergency Closings](#).

### **Clocking In and Out**

Generally, all employees in a work unit should be required to record their time in the same manner. However, the Department Head may designate some employee categories to record their time in a different manner so long as the method used is a University approved form or system.

Supervisors are responsible for ensuring that time clocks function properly and that any malfunctions are immediately addressed by either repairing or replacing the time clock.

When time clocks are used, these procedures must be followed:

- An employee must clock in and out each working day. If an employee is physically unable to utilize the time clock, either temporarily or permanently, the employee may request an accommodation through the Human Resources Department.
- No employee shall be allowed to clock in or out for another employee, unless approved as an accommodation through the Human Resources Department. Violation of this rule may be grounds for disciplinary action against both employees, up to and including termination of employment.
- An employee may clock in 10 minutes prior to their beginning work time, in order to prepare to begin their work at the appointed hour. These minutes are not compensated unless the employee actually begins working before his or her appointed time.

- Employees shall clock out punctually at the end of their workday. Any time reflected on the time record in excess of five minutes after the end of the normal workday shall be compensated.
- It is necessary for employees to clock in and out for meal breaks unless they are identified as employees whose lunch breaks are automatically deducted by the system.
- Time records shall be maintained in a secure manner.
- If any misuse of time clocks is discovered, appropriate disciplinary action will be taken.
- The employee and the supervisor shall certify that the time recorded as worked is true and accurate.

Failure to comply with these requirements should be addressed through the University's disciplinary process.

### **Corrections/Adjustments to Time/Leave**

The University uses electronic time clock systems for non-exempt employees in certain departments (e.g., Physical Plant, Housing & Residence Life, University Center and Campus Recreation). These systems have been designed to function in tandem with this University timekeeping policy, but in limited instances, minor calculation differences may result due to rounding done within these systems. These rounding scenarios may lead to certain employee workdays being represented as being 0.1 hours more or 0.1 hours less than the calculated minutes punched.

For leave-accruing employees, the University may pull leave from their accumulated annual leave balance should their clocked time fall short of the 37.5 hours expected in a regular full-time workweek. This practice will "make whole" the employee's work hours so that he/she will receive a full paycheck in compliance with policy [HR5025 - Leaves of Absence](#) requiring the use of leave if the employee would otherwise be on a leave without pay status. In these cases, annual leave will be used without having been directly requested by the employee.

Any corrections/adjustments for a non-exempt employee's time/leave identified after the end of the pay period, must be requested by the employee's supervisor by completing the Adjustment Time Sheet form. A copy should be maintained by the employee's department for record keeping.

Corrections to an exempt employee's leave report must be requested by the employee's supervisor by completing the Monthly Employee/Faculty Leave Record form and submitting it to Human Resources at [hrdata@memphis.edu](mailto:hrdata@memphis.edu). A copy should be maintained by the employee's department for record keeping.

<b>Timekeeping Organizations</b>	The timekeeping organization determines the individuals assigned to acknowledge/approve employee time sheets and leave reports. Supervisors (WTE approvers) may not approve their own time/leave, so their timekeeping organization will be one level higher in the organization structure.
<b>Separating Employees with Accumulated Annual Leave</b>	When an employee separates employment from the University, their accumulated annual leave hours will be paid on the payroll subsequent to their last payroll based on their last work date, provided that an <a href="#">Online Separation and Clearance form</a> is submitted immediately on or before the separation date.
<b>Separating Employees with Accumulated Sick Leave</b>	Accumulated sick leave is payable <b>only</b> in cases where the employee separates employment from the University due to death. In such cases the accumulated sick leave is paid in accordance with the designation made by the employee on the Unpaid Compensation Beneficiary Form.
<b>Retention of Time Sheets and Leave Reports</b>	Records will be maintained in accordance with the University's <a href="#">BF4005 - University Records Management Program</a> policy.

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### Links

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<b>HR5030 - Nine Month Faculty Sick Leave Reporting Policy</b>	<a href="https://memphis.policytech.com/docview/?docid=546&amp;public=true">https://memphis.policytech.com/docview/?docid=546&amp;public=true</a>
<b>HR5061 - Alternative Work Arrangements Policy</b>	<a href="https://memphis.policytech.com/dotNet/documents/?docid=556&amp;public=true">https://memphis.policytech.com/dotNet/documents/?docid=556&amp;public=true</a>
<b>HR5021 - Annual Leave Policy</b>	<a href="https://memphis.policytech.com/dotNet/documents/?docid=537&amp;public=true">https://memphis.policytech.com/dotNet/documents/?docid=537&amp;public=true</a>
<b>GE2007 - Emergency Closings Policy</b>	<a href="https://memphis.policytech.com/dotNet/documents/?docid=473&amp;public=true">https://memphis.policytech.com/dotNet/documents/?docid=473&amp;public=true</a>
<b>HR5025 - Leaves of Absence Policy</b>	<a href="https://memphis.policytech.com/dotNet/documents/?docid=541&amp;public=true">https://memphis.policytech.com/dotNet/documents/?docid=541&amp;public=true</a>

**HR5051 - Performance Improvement Process Policy**

<https://memphis.policytech.com/dotNet/documents/?docid=562&public=true>

**HR5022 - Sick Leave Policy**

<https://memphis.policytech.com/dotNet/documents/?docid=538&public=true>

**HR5023 - Bereavement Leave Policy**

<https://memphis.policytech.com/dotNet/documents/?docid=539&public=true>

**BF4005 - University Records Management Program Policy**

<https://memphis.policytech.com/dotNet/documents/?docid=506&public=true>

**Established Payroll Deadlines**

<https://www.memphis.edu/payroll/schedules.php>

**Online Separation and Clearance Form**

<https://www.memphis.edu/hr/clearsep.php>

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**Revision Dates**

HR5029 – Revised April 15, 2021  
HR5029 - Supersedes UM1262 March 28, 2018  
UM1262 - Revised May 17, 2017  
UM1262 - Revised April 28, 2016  
UM1262 - Revised October 2, 2006  
UM1262 - Issued: September 1, 2005  
(Supersedes policy number 1:2D:05:10)

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**Subject Areas:**

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