

1 **Non-Exempt Time Reporting**

2
3 Effective: July 1, 2019

4 Contact: [University Human Resources \(UHR\) Employee/Labor Relations Office](#)

5 **Introduction**

6 This policy provides guidance to all nonexempt employees and their time approvers regarding
7 accurate tracking and reporting of hours worked and absences approved.

8 Non-exempt employees under the Fair Labor Standards Act (FLSA) are subject to minimum wage
9 and overtime provisions. For time worked over 40 hours in a work week, non-exempt employees are
10 paid overtime pay or earn compensatory time off at a rate of time and a half.

11 **Policy Statement**

12 The university has one approved time tracking system, Workday, as the system of record for hours
13 worked for payroll purposes and absences approved. Units cannot record time through systems
14 other than Workday unless approved by University Human Resources.

15 Employees and managers share responsibility to accurately report hours worked and absences
16 approved. Nonexempt employees must report their hours worked and absences on a weekly basis
17 for submission and approval by their manager. Managers, timekeepers, or their delegates must
18 approve time submitted by non-exempt employees to certify the hours worked for submission to
19 payroll. Non-exempt employees are prohibited from knowingly or intentionally submitting false time
20 records, allowing anyone else to record their hours worked, or recording hours worked on behalf of
21 another employee. Managers, timekeepers, or their delegates are prohibited from knowingly or
22 intentionally approving false time records or altering time records to avoid the actual hours worked.

23 **Resources**

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25 Work Week Policy
26 Time and Absence