	Policy Title: **Timekeeping for Hourly-Paid Employees**	Policy Number: **2.7.2**
UNIVERSITY OF Cincinnati		
Category: Financial	**Effective Date:** 7/22/12 **Prior Effective Date:** 11/01/2011	**Policy Owner:** Sr. VP for Administration and Finance
Policy applicable for: Non-exempt, biweekly, hourly-paid employees	**Enabling Acts:** Fair Labor Standards Act University Board Rule 10-5-04 University Board Rule 30-31-27	**Responsible Office(s):** Payroll

Background

Time records constitute the basis for payment of wages, and complete and accurate time records are therefore vitally important to both the employee and the university. Furthermore, the university is required by federal and state laws to maintain accurate records of time worked by hourly employees. This policy describes timekeeping regulations and responsibilities for hourly-paid employees at the University of Cincinnati.

Policy

All hourly-paid employees shall record job attendance through the university's official timekeeping system(s) at the beginning and end of each work day. If any employee works a split shift or leaves for more than the normal lunch period, the employee must also report his/her in and out times using one of the official systems. Request for an exception to using the official timekeeping systems must be made in writing and approved by the employee's supervisor. Exceptions will only be considered in unusual circumstances and only for organizational units with dependable recordkeeping and a fully trained backup timekeeper.

An employee may not clock in until the time he or she is authorized to work by regular schedule or authorized overtime. An employee may not begin work until the employee has clocked in, nor continue to work after the employee has clocked out.

Employees are required to report promptly to their supervisor any differences between time actually spent working and the time reported as worked in the timekeeping system. Differences should be reported within two weeks. If differences are reported after two weeks, they must be approved by the college's or vice president's business office.

Employees, including student employees, must clock in and out themselves using the official systems. Other employees, including supervisors, timekeepers and organizational unit staff, may not clock attendance for another employee. Modification of time reported by an employee shall be limited to correction of administrative errors, editing of failure to clock in or out, or reporting of leave time and only with the employee's knowledge.

Anyone using another employee's badge or ID to clock in or out, or permitting his/her badge or ID to be used by another to clock in or out, may be subject to disciplinary

action up to and including termination. Lost or mutilated identification badges must be reported to the supervisor immediately.

Employees who consistently fail to clock in or out, or clock at other than the proper time, or who knowingly and through any means inaccurately report time spent working may be subject to disciplinary action up to and including termination. In those cases where fraud may be evident, Public Safety must be notified immediately.

Supervisors, timekeepers or organizational unit staff who clock attendance for another employee or modify time reported by an employee, other than the limits listed above or without the employee's knowledge, are subject to disciplinary action, up to and including termination.

All organizational units must approve time prior to the published date and time on the time schedule. Timekeepers are encouraged to complete a comprehensive review of all time entered on a weekly basis to ensure information is entered accurately. Upon completion of the review, timekeepers must request approver's review and approval upon verification of the pay period data. This step must be completed prior to the published time schedule. Under no circumstances can an employee approve his/her own time. Failure to fulfill the approval function within the appropriate time period may be subject to disciplinary action.

If an employee does not have sufficient sick and vacation hours accrued when their time-off is entered, the system will display an error message. Sick and vacation time-off data may not be entered into the system more than 14 days in advance of the time-off.

Organizational units may institute policies more, but not less, restrictive than this policy (2.7.2) if desired.

Related links:

U.S. Department of Labor

Phone Contacts:

Payroll Operations   556-2451