

Nonexempt Time Reporting

Effective: July 1, 2019

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

Introduction

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

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

Policy Statement

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

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

Resources

Links

- [Work Week Policy](#)
- [Time and Absence](#)