

# Payroll: Time Reporting

Date

8/17

Item

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Deans, directors, department heads, or other designated administrative heads are responsible for the accuracy of reporting employee absences. Faculty and staff members are obligated to report all absences from work to the appropriate administrative officer.

The following procedures are outlined to implement the University policy for reporting absences:

## A. Faculty and Administrative Staff

Faculty and administrative staff members must complete and sign a Monthly Payroll Absence Report for each time reporting period. Although pay is processed from the first day of the month to the last day of the month, the time reporting period for absences is the 16th of one month to the 15th of the next month. Absence report forms are available, complete with instructions on the back of the form, from the Human Resources/Payroll Department.

Faculty and administrative staff absences, including but not limited to vacation, sick, business travel, and leaves of absence, are reported in half or full-day increments. Leaves qualifying under the Family and Medical Leave Act (FMLA) are reported in hourly increments.

A department Payroll Recap Time Sheet is completed for each scheduled payroll (per pay type) using the information reported on employee absence reports. Deans and administrative heads should verify the information, sign, and submit the Recap Time Sheet to the Payroll in the Human Resources Department with the individual Absence Reports no later than the date indicated on the Recap Time Sheet.

Time Reports and the Recap Time Sheets are maintained in the Human Resources Department.

## B. Support Employees and Student Workers

Wage and hour laws require an accurate record be kept of all time worked by non-exempt employees. Time Report forms are available, complete with instructions on the back of the form, from Payroll in the Human Resources Department.

Support staff and student workers report hours worked as well as any absences in quarter-hour increments.

A department Payroll Recap Time Sheet is completed for each scheduled payroll per employee category using the information reported on the employee time report. Deans and administrative heads should verify the information, sign, and submit the Recap Time Sheet to Payroll in the Human Resources Department with the individual Absence Reports no later than the date indicated on the Recap Time Sheet.

Time Reports and the Recap Time Sheets are maintained in the Human Resources Department.