

E.3 Payroll: Time Reporting

Date

2/25

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:

Exempt staff absences, including but not limited to vacation, sick, and leaves of absence, are reported in half or full-day increments. Nonexempt staff report work performed and absences, including but not limited to vacation, sick, and leaves of absence, and are reported in quarter hour increments. For all employees, leaves qualifying under the Family and Medical Leave Act (FMLA) are reported in quarter hour increments.

A. Faculty and Monthly Exempt Staff

Faculty and monthly Exempt 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 reports are available on the payroll website at <https://www.usi.edu/hr/payroll/timesheets>. A department Biweekly/Monthly Payroll Recap Sheet is completed for each scheduled payroll (per pay type). This sheet is used by departments to ensure they have a timesheet or time report, and that the form is correctly dated, approved and the employee did not attempt to use more sick or vacation than they have accrued.

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

B. Biweekly Exempt Staff

Biweekly Exempt staff members must complete and sign a Biweekly Exempt Time Report for each time reporting period. Pay is processed from the first day of the pay period to the last day of the pay period, as are absences reported for the pay period. Biweekly Exempt Time Reports are available on the payroll website at <https://www.usi.edu/hr/payroll/timesheets>. A department Biweekly/Monthly Payroll Recap Sheet is completed for each scheduled payroll (per pay type). This sheet is used by departments to ensure they have a timesheet or time report, and that the form is correctly dated, approved and the employee did not attempt to use more sick or vacation than they have accrued.

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

C. Biweekly Nonexempt Staff including Student Employees

Wage and hour laws require an accurate record be kept of all time worked by non-exempt employees. Non-exempt support employees utilize Ellucian's Web Time Entry system to enter time worked as well as any absences in quarter hour increments. Biweekly non-exempt support employees are encouraged to not report absences over the hours available in their leave banks. If excessive sick leave is reported, the Web Time Entry system uses a cascade feature that will reduce comp time earned followed by vacation available before placing an employee in unpaid status.

Paper time report forms are available on the payroll website at <https://www.usi.edu/hr/payroll/timesheets>, to be used ONLY for submitting a revised timesheet.

Electronic Time Reports are maintained and available for viewing in the WTE for 24 months.