



		Policy Section:	Institutional Support
Policy Number:	5521-05	Policy Title:	Attendance and Timekeeping
Original Effective Date:	8/23/04	Department:	Human Resources
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Policy Statement:

The Fair Labor Standards Act (“FLSA”) requires employers to maintain records of employees’ attendance showing absences (paid and unpaid) for exempt and non-exempt employees, and actual hours worked for non-exempt employees.

Definitions:

Exempt – Categorization of positions, as defined by the Fair Labor Standards Act and its amendments, which are exempt from overtime based on a number of factors or “tests” set forth in the Act. Generally, positions which are exempt from overtime are those considered to be Executive/Managerial, Professional, Administrative, and Sales.

Exempt employees are paid on a salaried basis such that in each pay period they customarily receive a prorated, bi-weekly amount of their annualized salary. Exempt employees are not docked a portion of pay within a pay week during which they work fewer than 40 hours except for disciplinary measures as permitted by the FLSA, or for authorized unpaid leave time such as during a Family and Medical leave of absence.

Pertaining to attendance and timekeeping, the law requires that records of exempt employees’ absences be maintained, including notation as to whether or not the absences were paid, as allowed under the University’s Paid Time Off (“PTO”) policies. (See Policy 5521-06, PTO for Staff, and Policy 5506-04, Faculty Leave.)

Non-exempt – Categorization of positions, as defined by the Fair Labor Standards Act and its amendments, which qualify for payment of overtime. Non-exempt employees are paid for time worked as well as for paid time off for which they may be eligible. Employees in non-exempt positions are paid for time actually worked and are eligible for overtime pay equal to 1-1/2 times their hourly pay rate for hours worked in excess of 40 in a workweek. Non-exempt employees are paid on an hourly basis and may not be paid for time not worked, except as allowed under the University’s Paid Time Off policies. (See Policy 5521-09, Non-Exempt Pay Practices.)

Pertaining to attendance and timekeeping, the law requires that records be maintained of non-exempt employees’ time worked as well as absences including notation as to whether or not the absences were paid as allowed under the University’s Paid Time Off policies.

Pay Period – A period of two consecutive work weeks for which a single pay is issued. The University’s pays employees every-other week, 26 times per year. Approximately once every seven years, a three-week pay period is inserted into the calendar so that there are 26 pay dates within the year.

Salaried, Non-Exempt – Employees whose positions are paid on the basis of an hourly wage calculated as a pro-rated amount of an annualized salary are referred to as “salaried, non-exempt.”

Timekeeper – A supervisor, or person assigned by his/her supervisor, who reviews and tallies the hours for non-exempt departmental employees and maintains attendance records for all departmental employees.

Work Week – The FLSA requires employers to designate a one week period to be observed as its work week. Cairn's work week begins at midnight on a Sunday and ends at 11:59 p.m. the following Saturday.

Paid Time Off – Time off from work for which the University provides pay as a benefit to the employee. Please see Policy 5521-06, Paid Time Off for Staff, and Policy 5506-04, Faculty Leave for specifics.

Procedure:

1.0 Responsibility for Record-keeping

- 1.1 Supervisors are to be responsible for oversight and implementation of attendance and timekeeping requirements in each department.
- 1.2 Supervisors may perform the timekeeper's function themselves, or may designate a clerical employee or administrative assistant to serve as a timekeeper. Regardless of how the supervisor chooses to delegate recordkeeping responsibilities, he/she is to review, sign and date such records on a bi-weekly basis in conjunction with payroll periods.
- 1.3 The timekeeper's responsibility is to gather and/or record attendance information for exempt and non-exempt employees, and to review and tally the regular and overtime hours for non-exempt employees in the department. (See Policy 5521-04, Non-Exempt Pay Practices, for details.)

2.0 Use of Required Forms

For University-wide consistency in maintaining records, the following forms are to be used as applicable:

- 2.1 Time Cards –shall be used by employees in departments in which an automated timekeeping system (time clock) is available.
 - 2.1.1 Employees in departments using time cards and time clocks will be issued their own card at the beginning of each pay period.
 - 2.1.2 Timecards are to be collected, reviewed and tallied by the timekeeper at the end of each pay period.
 - 2.1.3 Following recording of time and attendance, (see 2.3, below) timecards are to be maintained by the department. By law, timecards must be maintained and available for audit purposes for a period of three years.
- 2.2 Non-Exempt Employees' Time and Attendance Sheets - shall be used by non-exempt employees whose departments do not utilize a time card/time clock timekeeping system.
 - 2.2.1 Blank Non-Exempt Employees' Time and Attendance Sheets are available from the K drive under Forms and as a worksheet within each department's Department Time and Attendance file, and may be completed electronically (in Excel), or printed out and completed manually.
 - 2.2.2 This form is to be completed by the employee him/herself, and submitted for review to the department's timekeeper, then approved by the supervisor at the end of the pay period.
 - 2.2.3 The form must include a record of time worked as well as absences, including the amount of time absent, the reason for the absence, and whether the absence is to be paid or unpaid.
 - 2.2.3.1 An Absence Code, located at the bottom of the form, provides a list of reasons for absence and abbreviations to be used to note absences on the form.
 - 2.2.3.2 Absences for non-exempt employees do not need to be recorded if the employee is not normally scheduled to work on the day of the absence (e.g., an employee

who does not normally work on Tuesdays does not have to be reported off on Tuesdays).

- 2.3 Bi-Weekly Time Summary Form – shall be used by the timekeeper in a department whose employees work on a shift basis and use time cards. This is a specialized form that is used to record regular and overtime hours worked, hours absent, including the reason for the absence and whether the absence is to be paid or unpaid, and shift differential for department employees.
- 2.4 Departmental Time and Attendance Sheets – shall be used by the timekeeper to record and submit the following on a bi-weekly pay period basis:
 - 2.4.1 Absences for exempt employees, including the amount of time absent, the reason for the absence, and whether the absence is to be paid or unpaid.
 - 2.4.1.1 An Absence Code, located at the bottom of the form, provides a list of reasons for absence and abbreviations to be used to note absences on the form.
 - 2.4.1.2 Absences for exempt employees do not need to be recorded if the employee is not normally scheduled to work on the day of the absence (e.g., an employee who does not normally work on Tuesdays does not have to be reported off on Tuesdays).
 - 2.4.2 A record of time for which exempt employees are at work shall *not* be recorded.
- 2.5 Individual Non-exempt Employees' Timesheets, Bi-Weekly Time Summary Forms, and Departmental Time and Attendance Sheets shall be reviewed and signed by the supervisor and submitted to Business Services by noon on the Monday following completion of the pay period. The forms may be maintained and submitted using either of the following methods:
 - 2.5.1 An electronic version may be completed, scanned and emailed to payroll@cairn.edu for pay processing purposes. To insure record of supervisory approval, the form must be emailed by the supervisor. Copies of electronic files are to be maintained by the department in an electronic file folder.
 - 2.5.2 A hard-copy version may be printed out and signed, then delivered or mailed to Business Services through inter-office mail for pay processing purposes. Hard-copy files are to be maintained by the department in a file folder or binder.
- 2.6 Staff PTO Tracking Form – shall be used by the department timekeeper to maintain a record of full-time staff members' eligibility for and use of paid time off throughout the calendar year. This is done for the convenience of departmental employees, and shall not be submitted to Business Services. The Staff PTO Tracking Form is available on the K drive under Forms.
- 3.0 Timesheets shall be retained by Business Services and available for audit purposes for a period of three years.

President's Cabinet Representative

Date