

## **ATTENDANCE & RECORDKEEPING REQUIREMENTS BUDGET ADMINISTRATOR & SUPERVISOR RESPONSIBILITIES**

### **DEFINITIONS:**

Standard Workweek: Seven (7) days, 12:01 am Monday through Sunday midnight

Hours in the Standard Full-time Workweek: 40 hours per week

Standard Full-time Work Schedule: 8:00 am -5:00 pm, one hour off for lunch, Monday through Friday

### **FAIR LABOR STANDARDS ACT (FLSA) – DEFINITION OF “EMPLOYER”:**

While staff members have the responsibility of recording accurate information on their timesheet, managers and supervisors have a responsibility to ensure compliance with FLSA regulations. FLSA defines the term “employer” broadly as “any person acting directly or indirectly in the interest of an employer in relation to an employee.” Consequently, an “employer” could include managers or supervisors. **Individual managers or supervisors may be held liable under the FLSA.**

### **ACCURACY OF TIMESHEETS:**

Staff members will submit timesheets to their supervisor for approval. Supervisors must review each timesheet for accuracy before signing and approving it. Non-exempt staff must record all hours worked and any leave time used. Exempt staff are not required to record hours worked, but must record all leave time used. If corrections or modifications are made to the timesheet, both the staff member and the supervisor must verify the accuracy of the changes by initialing the timesheet. Upon the review and approval of timesheets, supervisors will submit the timesheets to the appropriate budget administrator for review and approval. The budget administrator will approve and submit timesheets to the Payroll department.

### **AUTHORIZATION OF OVERTIME:**

Supervisors must approve, in advance, any hours worked by their department’s non-exempt staff beyond the standard number of hours in their workweek. Unless a supervisor has given specific approval in advance, non-exempt staff are prohibited from taking work home or performing any services for the university from remote locations. Non-exempt staff who work overtime or who perform work off-premises without prior approval of their supervisor are subject to disciplinary action. Unauthorized overtime and work off-premises must be compensated, but will be addressed by the supervisor as a disciplinary matter.

### **ELIGIBILITY FOR OVERTIME:**

Non-Exempt Staff: The law requires employers to pay non-exempt staff who work more than 40 hours in the standard workweek at the rate of 1-1/2 times their wage rate for each hour worked in excess of 40 hours. The Payroll department will calculate overtime payments for non-exempt staff, based on the

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information submitted on the timesheet. Overtime requirements may not be waived by agreement between the supervisor and staff member. **The use of comp time is not permitted and cannot be used in lieu of overtime pay.**

Exempt Staff: Staff members whose positions have met certain exemption tests are classified as exempt from the Fair Labor Standards Act (FLSA) and are not eligible for overtime compensation for hours worked in excess of the standard workweek.

### **COMPUTATION OF OVERTIME:**

The Payroll department will calculate overtime payments based on the information recorded on non-exempt staff members' timesheets.

Hours for which non-exempt staff members are paid, but do not actually work due to an official holiday or vacation day, **are counted** in establishing the number of hours worked within a workweek for overtime computation purposes.

Hours for which non-exempt staff members are paid, but do not actually work due to paid time off other than holiday or vacation (i.e. sick, bereavement, personal days, jury duty) **are not counted** in establishing the number of hours worked within a workweek for overtime computation purposes.

### **TIME WORKED:**

**Non-exempt staff** members are required to accurately enter times in and out, including the lunch break, enter the total hours worked, and record any leave time used on the timesheet each day. (Some departments are utilizing a time clock to record times in and out.) When computing hours worked, times should be rounded to the nearest quarter of an hour. *Time worked is all the time actually spent on the job performing assigned duties.* For information on computing time worked while traveling, contact HR or refer to the handout on "Guide to Hours Worked".

**Exempt staff** enter leave time only and do not enter times in and out or hours worked.

### **PROHIBITION OF WORK PERFORMED "OFF-THE-CLOCK":**

Non-exempt staff are specifically prohibited from performing any work for the university "off the clock". No one has the authority to allow or ask, directly or indirectly, any non-exempt staff member to perform any work for the university "off the clock". In all cases, all time worked by non-exempt staff **MUST** be recorded on the time record, and will be compensated. There will be no retaliation against any employee for reporting any "off the clock" work or any request for "off the clock" work.

### **ON-CALL TIME:**

The Fair Labor Standards Act does not require on-call pay in all instances. Questions regarding whether on-call pay is required for a specific position should be directed to Human Resources.

### **TRAVEL TIME:**

General commuting -- The time spent by employees traveling to and from their work location before and after work – does not count as hours worked.

Out-of-town and Overnight Travel – Whether time spent traveling out-of-town is compensable depends on several factors, including but not limited to the time of the day during which the travel occurred, whether an overnight stay is involved, and whether the staff member is a passenger or a driver. Questions regarding which hours are considered to be work hours should be directed to Human Resources. You can also refer to the Human Resources handout entitled “Guide to Hours Worked”.

**DEDUCTIONS FROM EXEMPT STAFF SALARIES:**

Exempt staff members must be paid on a salaried basis. Their salary may not be reduced due to variations in the quality or quantity of the work performed, subject to certain exceptions. For a complete list of permissible and non-permissible deductions from exempt salaries, please refer to the handout “Attendance Recordkeeping Requirements – Exempt Staff”.

If an exempt staff member has questions regarding deductions from his/her monthly salary or believes his/her salary has mistakenly been subject to non-permissible deductions, please instruct him/her to contact the Human Resources department. Retaliation against any employee who raises any good faith concern regarding deductions from salary is prohibited.

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Accurately recording time worked and/or leave time is the responsibility of every staff member. Federal and state laws require Drury to keep accurate timekeeping and attendance records to calculate staff members pay and benefits. Altering, falsifying, tampering with timesheets, or recording time on another staff member’s time record may result in disciplinary action, up to and including termination of employment. It is the supervisor’s responsibility to ensure the accuracy of information submitted on the timesheet.

Questions regarding the above information or the Fair Labor Standards Act should be directed to the Human Resources department.

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ID Number:** \_\_\_\_\_

**Budget Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_