

POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE ATTENDANCE, LEAVE USE and ACCRUAL RECORDS (Timesheets)

POLICY SUMMARY

- Exempt and Non Exempt employees are expected to submit an Attendance Leave Use and Accrual Record (timesheet) each month reflecting time worked and/or leave taken. Time reporting will be done via the campus' Electronic Time and Attendance System (CruzPay) or a paper based time reporting system.
- For employees meeting import criteria to CruzPay, the system supports both exempt and non-exempt employees. Time worked and leave taken are entered directly into the system via a web browser. At month end employees submit their timesheet electronically. The supervisor approves the timesheet electronically, and it is audited and approved by the HR Service Team Rep (HRSTR) also known as the Timekeeper.
- Employees who do not meet import criteria to CruzPay will use a paper timesheet to report their time worked and/or leave taken. The supervisor approves the timesheet on paper, forwards it to the HR Service Team Rep (HRSTR) where it receives a final audit and approval.

Timesheet Approval:

Paper Based System

- Signing the timesheet signifies approval of the entries made.
- As an employee you are validating that the entries are a true representation of your hours worked and/or leave taken for the month.
- As a supervisor your signature signifies the entries made by the employee, to the best of your knowledge, are a true representation of hours worked and/or leave taken.

CruzPay

- The act of electronically submitting or approving a timesheet in the CruzPay system has the same significance as signing a printed timesheet.
- As an employee when you submit your timesheet you are validating that entries are a true representation of your hours worked and/or leave taken for the month.
- As a supervisor your electronic approval signifies the entries made by the employee, to the best of your knowledge, are a true representation of their reported hours worked and/or leave taken.

RELATED POLICIES, CONTRACT ARTICLES AND REFERENCES

- A. Personnel Policies for Staff Members (PPSM) – employees not covered by representation:
- [Absence from Work Policy](#)
 - [PPSM 31 – Hours of Work](#)
 - [PPSM 32 – Overtime](#) (Non-Exempt employees only)
- B. [Collective Bargaining Agreements](#)
- C. US Department of Labor, Employment Standards Administration, Wage and Hour Division
- Fact Sheet 21 – Recordkeeping Requirements under the FLSA
<http://www.dol.gov/whd/regs/compliance/whdfs21.pdf>
- D. Fair Labor Standards Act (FLSA)
- FLSA 516 – Records to Be Kept by Employers
http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_516/toc.htm

CRITERIA

Records Retention:

Attendance, Leave Use and Accrual Records (timesheets) shall be maintained for five (5) years according to University records retention policies, and campus practice and a minimum of three (3) years according to the Fair Labor Standards Act (FLSA). This record may be audited by the campus auditors, and in the unlikely event of a complaint to the Department of Labor (DOL), will be used during the investigation.

Non Exempt Employees:

- Timesheets are the official record that supports compensating non-exempt employees.
- Timesheets shall contain the employee's name, workweek, and work schedule (if not a standard schedule). In addition, records of time worked and leave accruals (including compensatory time off (CTO) accruals) shall be maintained to the nearest ¼-hour.
- Records of overtime worked each day shall be maintained. Overtime worked must be calculated at the end of the workweek either as overtime earned at the straight-time rate or as overtime earned at the premium rate. For more information refer to Overtime Calculations.
- Compensatory time off (CTO) records shall distinguish between CTO that was earned at either the straight time rate or the premium rate.

Exempt Employees:

- Because exempt employees are paid a predetermined, established salary each pay period and are not paid based upon hours worked, they shall not be required to record their work time or adhere to strict attendance record keeping requirements for purposes of receiving their salary.

PROCESS OVERVIEW

Non Exempt Employees:

- Non-exempt employees report time worked and all absences with and without pay including sick leave, vacation leave, holidays, military leave, jury duty, voting time, administrative leave, and compensatory time off. Time worked shall be recorded to the nearest ¼-hour.

Exempt Employees:

- Exempt employees record all absences with and without pay in one-day increments only, or in increments that equal a part-time, standard or alternate work schedule.
- Absences of less than a full day shall not be charged against accrued hours.
- When an employee has exhausted all available accrued leave, their salary shall not be reduced for absences of *less than a full day* or that portion of a day during which a part-time employee is normally scheduled to work.

EMPLOYEE PROCEDURE

Entering Time

Non Exempt Employees:

Paper Based System

1. Hours worked and/or leave taken should be entered onto the timesheet on a daily or weekly basis.
2. Staff Employees are required to sign their paper timesheet and forward it to their supervisor for approval on their last working day of the month or no later than the 1st of the following month.
3. Student employees are required sign their paper timesheet on their last working day of the month or no later than the 23rd of each month.
4. Signing the timesheet is the process used to finalize the entries and validate the entries made are complete, and a true representation of the reported monthly hours.
5. Non-exempt employees will record hours worked to the nearest quarter hour (.25) increment.

CruzPay

1. Hours worked and/or leave taken should be entered onto the timesheet on a daily or weekly basis.
2. Staff Employees are required to “submit” their CruzPay timesheet on their last working day of the month or no later than the 1st of the following month.
3. Student employees are required to “submit” their CruzPay timesheet on their last working day of the month or no later than the 23rd of each month.
4. Submitting the timesheet is the process used to finalize the entries and validate the entries made are complete, and a true representation of the reported monthly hours.
5. Non-exempt employees will record hours worked to the nearest quarter hour (.25) increment.

Exempt Employees:

Paper Based System

1. Exempt employees will record leave taken in “whole day” increments according to their schedule.
2. Exempt employees are required to sign their paper timesheet and forward it to their supervisor for approval on their last working day of the month or no later than the 1st of the following month.
3. Signing the timesheet is the process used to validate the entries made are complete, and a true representation of any leave taken during the month.

CruzPay

1. Exempt employees will record leave taken in “whole day” increments according to their schedule.
2. Exempt employees are required to “submit” their CruzPay timesheet on their last working day of the month or no later than the 1st of the following month.
3. Submitting the timesheet is the process used to validate the entries made are complete, and a true representation of any leave taken during the month.

SUPERVISOR PROCEDURE

- Staff timesheets are due no later than the first working day of the month. Approved timesheets must be received by your HRSTR no later than the third working day of the month to ensure accurate and timely pay.
- Student timesheets are due no later than end of day on the 23rd of the month. Approved timesheets must be received by your HRSTR by the 25th of the month to ensure accurate and timely pay.
- When approving timesheets, you are validating that entries made by your employees are, to the best of your knowledge, a true representation of their reported hours worked and/or leave taken.
- Validate the entries and if necessary, work with the employee to correct their errors. Timesheets with errors need attention before approval.
- Exempt employees do not report time worked, they report only leave taken in whole-day increments.
- Non exempt employees must report hours worked and leave taken in ¼ hour increments. (Student employees are all non-exempt.)

Paper Based System

1. Review timesheet to validate hours reported (worked, leave used and/or unpaid absences) are, to the best of your knowledge, represented correctly by the employee.
2. Supervisors should not approve unsigned timesheets. A signature by the employee signifies that they have validated their entries and agree they are a true representation of their time for the month.
3. After review, sign and date the timesheet where indicated.
4. Forward the timesheet to your HRSTR timekeeper to be received no later than the 3rd working day of the month for staff or the 25th of the month for students.

CruzPay

1. Open and review the timesheet to validate hours reported (worked, leave used and/or unpaid absences) are, to the best of your knowledge, represented correctly by the employee.
2. Supervisors should not approve unsubmitted timesheets. By submitting, the employee signifies that they have validated their entries and agree they are a true representation of their time for the month. Approval of unsubmitted timesheets should only be done in consultation with the HRSTR timekeeper
3. Student employees are required to submit a timesheet each month even if they have not worked any hours. This process confirms that the timesheet with no entries is correct. By submitting a zero-hour timesheet the student employee is confirming that they are still working for you and do not expect to be paid for this job during this pay period.
4. After review, approve or reject the timesheet through the approval window.
5. Approvals should be completed by than the 3rd working day of the month for staff or the 25th of the month for students.

HR SERVICE TEAM REP (HRSTR) “TIMEKEEPER” PROCEDURE

Approving Timesheets

- Timekeepers should begin their approval process (paper or electronic) immediately to insure all timesheets are audited and approved by the due date, while allowing for error corrections by the employee and re-approval by the supervisor. Timesheets with errors need attention before approval.
- When auditing timesheets you are verifying the following information:
 1. Timesheet has been signed (paper) or submitted (electronic).
 2. Timesheet has been approved by the supervisor via signature (paper) or “manager approval” box checked (electronic).
 3. Validated adjusted hours on pay status are correct and for monthly employees dovetail to hours pre-paid.
 4. Validate all hours reported dovetail to time and attendance policy.
- Exempt employees do not report time worked, they report only leave taken in whole-day increments.
- Non exempt employees must report hours worked and leave taken in ¼ hour increments. (Student employees are all non-exempt.)

Paper Based System

1. Audit timesheet per instructions above ensuring time and attendance policy is followed such as:
 - a. Verify Exempt employees reported leave in whole-day increments
 - b. Verify Non-exempt employees reported time in ¼ hour increments
 - c. Compare hours on pay status to hours paid for monthly employees, to determine if an over or under payment action may be necessary
 - d. Calculate correct overtime, holiday and accrual hours

- e. If the employee is hourly and submitted a preliminary timesheet for payroll purposes, validate projected hours to determine if an over or under payment action may be necessary
2. Follow up with employee and supervisor on unsigned and/or unapproved timesheets. A signature by the employee signifies that they have validated their entries and agree they are a true representation of their time for the month. A signature by the supervisor signifies they have reviewed the timesheet and agree with the entries made by the employee.
3. After review, sign the timesheet where indicated.
4. Use the information on the timesheet to accurately process the associated payroll transactions.

CruzPay

1. Open and audit the timesheet ensuring time and attendance policy is followed such as:
 - a. Verify exempt employees reported leave in whole-day increments
 - b. Verify non-exempt employees reported time in ¼ hour increments
 - c. Exception messages have been addressed
 - d. Compare hours on pay status to hours paid for monthly employees, to determine if an over or under payment action may be necessary
 - e. Spot check OT, Holiday and Accrual calculations
 - f. If the employee is hourly and submitted a preliminary timesheet for payroll purposes, validate projected hours to determine if an over or under payment action may be necessary.
2. Follow up with employee and supervisor on unsubmitted and/or unapproved timesheets. By submitting the employee signifies that they have validated their entries and agree they are a true representation of their time for the month. Approval by the supervisor signifies they have reviewed the timesheet and agree with the entries made by the employee.
3. After review, approve or reject the timesheet through the approval window.
4. Use the information on the timesheet and associated reports to accurately process the associated payroll transactions.

Timesheets

Non Exempt Employees:

Paper Based System

- The *top section* of the form contains the employee name, unit, month / year, number of hours in the month, personnel program, FTE, and account information.
- The *middle section* is broken down into two sections:
 - **Hours Actually Worked**
A day-by-day record of actual physical hours worked by the employee.
 - **Hours on Pay Status but not Worked**
A record of hours not actually worked, but a record of various leave hours taken. Also called pay status hours or hours for which the employee gets paid, but not actually worked.

- An employee must sign and date the Attendance, Leave Use and Accrual Record.
- The supervisor must verify the accuracy of hours worked and hours on pay status, then sign and date the Attendance, Leave Use and Accrual Record.
- The *control office use only section* is maintained by the HR Service Team Representative (HRSTR) for calculating the end of month accruals for Overtime (straight or premium), Vacation, Sick and Other Leave by:
 - Entering the end-of-the-month balances forwarded from the previous month
 - Deducting leave used for current month
 - Adding accruals for the current month
 - Recording the ending balance of accruals

**ATTENDANCE, LEAVE USE & ACCRUAL RECORD
NON-EXEMPT EMPLOYEE**

MONTH January YEAR 2008
Timesheet Due:

100% HOURS THIS MONTH (Incl. Holidays) 184

NAME Maxwell Premium OT
UNIT Staff Human Resources

PERSONNEL PROGRAM PSS
ACCT # 660700 19900 1

Hours Actually Worked

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
(1) Hours Worked	H	V	8	8			8	9	9	9	8			8	8	8	8	8			H	8	S	8	9			8	8	8	8	156

Hours on Pay Status Not Worked

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Vacation Leave:		8																														8
(2) Sick Leave:																							8									8
(3) Other Leave:																																
(4) Worker's Comp:																																
Comp Time Off (Str):																																
Comp Time Off (Pre):																																
Holiday:	8																				8										16	
TOTAL	8	8	8	8			8	9	9	9	8			8	8	8	8	8			8	8	8	8	9			8	8	8	8	188

Employee Signature: Employee Signature Date: 2/1/08 Supervisor Signature: Supervisor Signature Date: 2/1/08

- (1) Record only actual hours worked. Record 0 (zero) if full day off without pay.
- (2) Record hrs taken and code "Hours Actually Worked" as follows: *F*=family sick leave; *D*=sick leave taken for death in family; *S*=Sick Leave; *V*=Vacation; *FML*=Family Medical Leave; *CTO*=Comp Time Off.
- (3) Record hrs taken & code "Hours Actually Worked" section as follows: *J*=Jury; *M*=Military; *Vt*=Voting; *U*=Approved Union Business; *L*=Misc. Leave With Pay; *CL*=Catastrophic Leave.
- (4) Record appropriate hours and code "Hours Actually Worked" section as follows: *W*=Worker's Comp.

		CONTROL OFFICE USE ONLY				vacation available 	
#Hrs. worked in Last Week of Previous Month <u>8</u> (Complete if work week continues into current month)		Work Week: 40 Std Work Schedule: 8-5 Std		Other (specify) _____ Other (specify) _____		PERB Code _____	
OVERTIME ACCRUAL CALCULATIONS		ACCRUAL RECORD					
	Straight	Premium (tot # x 1.5)	Overtime (Straight)	Overtime (Premium)	Vacation	Sick Leave	Other ¹
Week 1			12.00	16.00	200	82	40
2		3			8	8	
3			1	4.5	10	8	
4	1		Hours	Date	Hours	Date	
5			13.00	20.50	202	82	40
TOTALS	1	4.5					

¹ Other leave includes TRIP bonus; catastrophic leave, etc.

Vac. Code H
 Maximum Vac. Accrual 288

Refer to Personnel Program Policy or collective bargaining agreement regarding accrual rates, maximum accrual hours, and time limits for use/payment.

UNIT REVIEW (Initials) _____

Exempt Employees:

Paper Based System

- The *top section* of the form contains the employee name, unit, month / year, personnel program, FTE, and account information.
- The *middle section* records the dates and hours used by the employee for vacation, sick and other leave in the current month.
- An employee must sign and date the Attendance Leave Use and Accrual Record.
- The supervisor must verify the accuracy of hours worked and hours on pay status, then sign and date the Attendance, Leave Use and Accrual Record.
- The *control office use only section* is maintained by the HR Service Team Representative (HRST Overtime (straight or premium), Vacation, Sick and Other Leave by:
 - Entering the end-of-the-month balances forwarded from the previous month
 - Deducting leave used for current month
 - Adding accruals for the current month
 - Recording the ending balance of accrual

Leave Use & Accrual Record for Exempt Employee

**Leave Use and Accrual Record
Exempt Employee**

Employee Name Josie No Overtime **Month/Year** January 2002
Unit Staff Human Resources **Total % Dist.** 100%
Personnel Program MSP **FTE** 1.0 **Acct #** 660700 19900 1

MONTHLY USE RECORD

Vacation Used		Sick Leave Used		Other Leave Used ¹		Leave Without Pay	
Date(s)	Hours	Date(s)	Hours	Date(s)	Hours	Date(s)	Hours
1/22	8	1/16	8				
		1/17	8				
		1/18	8				
Total	8	Total	24	Total		Total	

Employee Signature _____ **Supervisor Signature** _____
Employee Signature / Date _____ **Supervisor Signature / Date** _____

CONTROL OFFICE USE ONLY

ACCRUAL RECORD

	vacation ²	sick leave	other leave ³
Balance forward from prior Leave Use & Accrual Record	120	480	24
Less Leave Used (from above)	- 8	- 24	-
Plus hours Accrued	+ 12	+ 8	+
Balance (end of current month)	124	464	24

Current Month Holiday(s)

1/1
1/21

Vac. Code	H
Maximum	288
Vac. Accrual	

Unit Review (initials) _____

¹Other leave includes administrative leave, educational and professional development leave, military leave, TRIP bonus, catastrophic leave, compensatory time off.
²Refer to personnel program policy regarding accrual rates, maximum accrual hours, and use.
³Other leave includes TRIP bonus; catastrophic leave; compensatory time off, etc.

Non-Exempt and Exempt Employees:

CruzPay

UC SANTA CRUZ		CruzPay		HELP LOGOUT						
		Welcome Leopard, Leo (LEOPARD)								
HOME		TIMESHEET		SCHEDULE		REPORTS		SETTINGS		
Submit Timesheet Save Add Comments Time Off Balance Pay Preview Print 800000160										
Leo Leopard 800000160		99_EXA 000900 Slug Petting Zoo		Pay Period: 05/01/2008 - 05/31/2008		Total Hours: 0.00		-- Switch View --		
Actions	Pay Code	Mon 04/28	Tue 04/29	Wed 04/30	Thu 05/01	Fri 05/02	Sat 05/03	Sun 05/04	Total	
	Vacation Taken								0.00	
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Actions	Pay Code	Mon 05/05	Tue 05/06	Wed 05/07	Thu 05/08	Fri 05/09	Sat 05/10	Sun 05/11	Total	
	Vacation Taken								0.00	
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Actions	Pay Code	Mon 05/12	Tue 05/13	Wed 05/14	Thu 05/15	Fri 05/16	Sat 05/17	Sun 05/18	Total	
	Vacation Taken								0.00	
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Actions	Pay Code	Mon 05/19	Tue 05/20	Wed 05/21	Thu 05/22	Fri 05/23	Sat 05/24	Sun 05/25	Total	
	Vacation Taken								0.00	
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Actions	Pay Code	Mon 05/26	Tue 05/27	Wed 05/28	Thu 05/29	Fri 05/30	Sat 05/31	Sun 06/01	Total	
	Vacation Taken								0.00	
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	