Name of Policy: Employee time recording

Policy Number: 3364-40-12

Approving Officer: Senior Vice President for Finance and Administration

Responsible Agent: Controller

Scope: All University of Toledo Campuses

Original effective date: July 1, 2010

[X] Major revision of existing policy

☐ New policy proposal

☐ Minor/technical revision of existing policy

☐ Reaffirmation of existing policy

(A) Policy statement

For employees who are paid on an hourly basis, the university shall provide appropriate method by which to record hours worked, via time cards or automated time and attendance systems. Employees who are subject to the overtime provisions of the Federal Wage and Hour Law must document time in and out using the method that is provided for their particular job.

Employees will be paid for all time actually worked.

Ensuring compliance with this policy is the responsibility of supervision, through their review and approval of the time collection systems. Pay to employees will be done in accordance with policy 3364-40-14 Pay periods and pay days - hourly employees.

(B) Purpose of policy

To ensure that university employees are clear on how time is to be recorded and overtime is calculated.

(C) Procedure

All employees who are subject to the overtime provisions of the Federal Wage and Hour Law will be provided a way to document their time for later input to the payroll system. There are two primary ways this is captured:
(1) Automated time and attendance systems; automated time and attendance technology speeds the calculation of time to be paid, however, supervisor review is still necessary. The accuracy of the time calculated is the responsibility of the employee and the supervisor jointly. Supervisors must sign off by the posted deadlines in order to ensure meeting the current pay period.

(2) Manual time cards; where automated time and attendance technology is not yet deployed, the university will provide manual time cards for use. Cards must be completed by the employee and approved by the supervisor. The accuracy of the time calculated is the responsibility of the employee and the supervisor jointly. Cards must be received in the payroll office by posted deadlines in order to ensure meeting the current pay period.

Pay will be computed to the nearest quarter hour, using the ‘rule of 7’ rounding. Thus, if your time worked totals to 7 hours and 53 minutes, the pay will round to 7.75 hours, if 7 hours and 54 minutes, then will round to 8 hours.

Deliberate falsification of time worked either over or under on either the part of the employee or supervisor will be considered a violation of Federal Wage and Hour Law and will result in discipline up to and including termination.

Approved by:

/s/ S. Scarborough  
Senior Vice President for Finance and Administration

July 2, 2010  
Date

Review/Revision Completed by:  
Senior Vice President for Finance and Administration  
Senior Leadership Team  
Controller

Policies Superseded by This Policy:

- 01-035 Time cards and compensation for hours worked  
(former Health Science Campus policy, previous review date 7/1/03)

Initial effective date: July 1, 2010  
Review/Revision Date:  
Next review date: July 1, 2013