

# DEPAUL UNIVERSITY

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## Time Reporting

**Category:** Financial Affairs

**Responsible Department:** Payroll

**Responsible Officer:** Controller

**Effective Date:** 08/20/2015

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### Policy Summary

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The university complies with all applicable federal and state laws which set, among other things, minimum wage, overtime, timekeeping, and recordkeeping standards.

The university uses an online timekeeping system to collect the information necessary to accurately calculate employees' earnings, pay employees in a timely manner, and maintain the required documentation to support employee payments. All University staff members and student employees have a duty to understand and comply with time reporting and attendance policies. Managers are expected to be familiar with the policy and procedures described herein.

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### Scope

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This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Student Employees

This policy affects full-time staff, part-time staff, and student employees, as well as staff and faculty members who manage these employees.

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### Policy

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The university complies with all applicable federal, state, and local laws which set, among other things, minimum wage, overtime, timekeeping, and recordkeeping standards. In accordance with applicable law, all jobs are classified as either non-exempt or exempt from overtime provisions. The university's Office of Human Resources facilitates this process and determines the appropriate classification based on the duties and responsibilities of each job. Employees who work in jobs classified as non-exempt, including hourly student employees, are eligible for overtime pay at a rate of not less than one and one-half times the employee's regular rate for hours worked in excess of 40 hours in a workweek. Employees who work in jobs classified as exempt are not eligible for overtime pay.

The university uses an online timekeeping system to collect the information necessary to accurately calculate employees' earnings, pay employees in a timely manner, and maintain the required documentation to support employee payments. All University staff members and student employees have a duty to understand and comply with time reporting and attendance policies. Managers are expected to be familiar with the policy and procedures described herein.

## **Responsibilities for Reporting Time and Overtime**

Non-exempt Staff and Hourly Student Employees:

- Non-exempt staff and hourly student employees are required to report all hours worked each pay period on their timesheets as regular hours worked. To ensure appropriate calculation of applicable overtime, employees working a schedule that differs from the standard workweek are to report hours worked on their timesheet for the actual day worked. Any time spent on work, whether on or off university premises, is considered time worked and must be reported and compensated.
- Non-exempt staff and hourly student employees must obtain advance manager approval before working off university premises and before working overtime. All hours worked by non-exempt staff and hourly students must be paid, including any time spent on work off premises and any overtime hours, even if not approved in advance.
- Non-exempt staff and hourly student employees who do not seek manager approval prior to working off premises or working overtime hours will be in violation of this policy and are subject to Progressive Discipline, up to and including termination.
- Employees may not be required to perform volunteer services for DePaul. On occasion, employees may choose to volunteer their time freely to participate in DePaul-sponsored events and activities. Employees typically do not volunteer their time during normal work hours. If an event takes place during normal working hours, the employee's volunteer participation is subject to manager approval of the time away from work. In all cases, volunteer participation in occasional DePaul-sponsored events and activities must: (1) be truly voluntary and without expectation of compensation; (2) involve activities that are different from the employee's regular job duties; and (3) not displace paid employees or do work that is otherwise or simultaneously performed by paid employees. Managers are encouraged to consult with Human Resources and Payroll whenever considering using DePaul employees as volunteers for DePaul events and activities.
- Employees may not receive compensatory time off (receive time off with pay in lieu of overtime pay).
- Non-exempt staff and hourly student employees may not forfeit their unpaid, required lunch period in order to work a shorter work day.
- Non-exempt staff and hourly student employees should review their pay stubs each pay period to confirm that they have been paid for all hours worked. Employees should immediately inform their manager and/or the university's Payroll department if they believe they have not been paid for all time worked.
- Any employee who falsifies a timesheet, participates in any way in the falsification of time records, or who willfully fails to report all time worked, has committed fraud and is subject to Progressive Discipline, up to and including termination.

## Managers:

- A manager may not withhold pay or overtime pay for actual hours worked, nor prevent an employee from recording all hours worked. All hours worked by non-exempt staff and hourly student employees must be paid, including any time spent on work off premises and any overtime hours, even if not approved in advance.
- Managers may not falsify timesheets by adding hours to reward employees, or by removing hours as a disciplinary measure or budget control.
- Employees cannot be required to volunteer their non-work time for DePaul events or activities.
- Managers may not grant compensatory time off (grant time off with pay in lieu of overtime pay).
- Any manager who falsifies a timesheet, participates in any way in the falsification of time records, or who willfully fails to allow all time worked to be reported, has committed fraud and is subject to disciplinary action (for faculty managers) or Progressive Discipline (for staff managers), up to and including termination.

## Payroll:

- Payroll determines overtime pay based on total hours worked at the time of calculation, and separates overtime pay from regular pay, as applicable.
- Hours reported as paid time off or paid absence are not counted as hours worked in any applicable overtime calculation. Overtime pay can only be determined and calculated based on actual hours worked.

## **Paid Time Off**

### Non-exempt Staff:

- All full-time non-exempt staff are required to report the following paid time off on their timesheets:
  - Sick Leave/Family Sick Leave
  - University observed holidays (see note below regarding Flexible Work Arrangements)
  - Vacation
  - Floating Holiday
  - Summer Early Close/Summer Floating Holiday (authorized annually)
  - Early Close (see guidelines below)

### Flexible Work Arrangements

Per the Flexible Work Arrangements Policy, non-exempt staff on a flexible work schedule receive holiday pay for the time they were normally scheduled to work on that day, which may be greater than or less than the university standard work day. If not scheduled to work, non-exempt staff are not paid for the holiday.

### Early Close Guidelines

In the event an academic or administrative officer authorizes a departmental, division-wide, or university closure due to emergency, inclement weather, in association with an observed holiday closure (e.g. leaving early on the day before a university observed holiday), or for other reason, any scheduled hours not worked are to be reported by non-exempt staff (full-time staff, part-time staff, and hourly student employees) using the Early Close time reporting code. Such time is not to be reported as regular hours worked. If an employee has previously scheduled time off (i.e. vacation, floating holiday, sick leave), the employee should not use the Early Close time reporting code for any portion of that day. Early Close hours are not counted as hours worked in any applicable overtime calculation.

#### Exempt Staff:

- All full-time exempt staff are required to report the following paid time off on their timesheets:
  - Sick Leave/Family Sick Leave
  - Vacation
  - Floating Holiday
  - Summer Early Close/Summer Floating Holiday
- Exempt staff do not report holiday hours on their timesheets, as they are included in their biweekly standard hours as paid time off regardless of whether they work on an observed holiday or were scheduled to be off due to a flexible work arrangement.

#### **Paid Absences**

- All exempt and non-exempt staff (eligibility indicated below) are required to report the following paid absences on their timesheets:
  - Jury Duty (full-time and part-time staff)
  - Voting (full-time and part-time staff)
  - Blood Donation (full-time staff)
  - Bereavement (full-time staff)

#### **Approving Time**

- Managers of non-exempt staff, or their designated time approvers, are required to review reported time for accuracy and approve timesheets in a timely manner according to payroll processing deadlines.

#### **Reviewing Reported Time**

- In accordance with university Management Standards, Budget Managers are responsible for reviewing the available departmental reports at least once every month to ensure employees in their department have accurately reported all hours worked, paid time off, and paid absences.

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## Procedures

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### Reporting Time

Payroll training materials are available on the Financial Affairs website:

[http://financialaffairs.depaul.edu/payroll/time\\_reporting.htm](http://financialaffairs.depaul.edu/payroll/time_reporting.htm)

### Hours Worked

- Non-exempt staff and Graduate Assistants report hours worked using the time reporting code for regular earnings, according to the chart below.

Employee Group	Time Reporting Code
Full-time non-exempt	REG Regular Earnings
Part-time Staff	APB Regular Part-Time
Student non-exempt	STD Student Earnings
Graduate Assistant	GRD Graduate Assistant

- Public safety officers, custodians, and tradespersons do not report time in the online timekeeping system. Their timesheets are submitted to Payroll by business managers in Facility Operations and Financial Services.
- Exempt staff do not report hours worked on their timesheets.

### Paid Time Off

Non-exempt staff:

- Full-time non-exempt staff report the following paid time off on their timesheets using the appropriate time reporting code:
  - Sick Leave (S70)/Family Sick Leave (FSN)
  - Holidays (H70)
  - Vacation (V70)
  - Floating Holiday (FHN)
  - Summer Early Close (M70)/Summer Floating Holiday (SFN)
  - Early Close (ECH)

- Part-time non-exempt staff and hourly student employees report the following paid time off on their timesheets using the appropriate time reporting code:
  - Sick Leave (S70)/Family Sick Leave (FSN)
  - Early Close (ECH)

Exempt Staff and Graduate Assistants:

- Full-time exempt staff report the following paid time off on their timesheets using the appropriate time reporting code:
  - Sick (SIK)
  - Vacation (VAC)
  - Floating Holiday (FHE)
  - Summer Early Close/Summer Floating Holiday (SMH)
- Graduate Assistants are not required to report paid time off on their timesheets.

### **Paid Absences**

Non-exempt staff:

- Full-time and part-time non-exempt staff (eligibility indicated below) report the following paid absences on their timesheets using the appropriate time reporting code:
  - Jury Duty (full-time and part-time staff) (J70)
  - Voting (full-time and part-time staff) (VTH)
  - Blood Donation (full-time staff) (BDH)
  - Bereavement (full-time staff) (B70)

Exempt Staff:

- Full-time and part-time exempt staff (eligibility indicated below) report the following paid absences on their timesheets using the appropriate time reporting code:
  - Jury Duty (full-time and part-time staff) (JDU)
  - Voting (full-time and part-time staff) (VTS)
  - Blood Donation (full-time staff) (BDS)
  - Bereavement (full-time staff) (BER)

### **Unreported Hours**

Unreported hours of any type from a prior pay period must be reported to Payroll immediately upon discovery. If the online timesheet for that period is no longer available for data entry by the employee, the manager must email the unreported hours to Payroll ([payroll@depaul.edu](mailto:payroll@depaul.edu)) for processing. Payroll

will enter the hours on the employee's timesheet in the appropriate pay period. Hours entered by Payroll follow the regular time approval process.

### **Approving Time**

Timesheets for non-exempt staff, hourly student employees, and graduate assistants require manager approval prior to payroll processing deadlines in order for the hours to be paid on a regular biweekly payroll. Detailed payroll processing calendars can be found on the Financial Affairs website: <http://financialaffairs.depaul.edu/payroll/calendars.htm>

- Timesheets for exempt staff are paid as reported and do not require manager approval.
- Refer to the Financial Affairs website for step-by-step instructions for approving time: [http://financialaffairs.depaul.edu/payroll/time\\_reporting.htm](http://financialaffairs.depaul.edu/payroll/time_reporting.htm)

### **Reviewing Reported Time**

- The following departmental reports are made available for review by Budget Managers and Position Report delegates on a biweekly basis via myHR.depaul.edu:
  - [Salary Cost Status Report](#) - The `Monthly Detail FT` and `Monthly Detail PT` tabs of the Salary Cost Status report provide a summary of earnings and hours paid for each employee on each check date.
  - [Paid Time Off Report](#) - The Paid Time Off report lists leave accrual balances for each employee and provides a detail of paid vacation, sick/family sick, floating holiday, and summer early close/floating holiday hours by day.
- The Financial Affairs website provides the following training materials for accessing departmental reports:
  - [Instructions for delegating report access](#)
  - [Instructions for viewing Mobius reports in Campus Connection](#)

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## **Divisional Collaborations**

Office of Human Resources

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## **Contact Information**

None.

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## **Appendices**

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Attendance Policy

Flexible Work Arrangements

Paid Holidays and Absences Policy

Progressive Discipline Policy

Sick Time, Short and Long-Term Disability Policy

Student Employment Eligibility - Work Hours

Vacation Policy

Management Standards Handbook: <http://compliance.depaul.edu/handbook/index.asp>

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## **History/Revisions**

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