

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

---

Department:	Financial Services
Subject:	Timecards
Date Issued:	September 12, 2006
Date Revised:	March 21, 2013
Approved By:	

---

### **I. Policy**

This policy outlines the guidelines for completing and processing timecards.

### **II. Purpose**

The purpose of this policy is to ensure that timecards are filled out properly.

### **III. Scope**

This policy applies to non-exempt (support) staff employees who are paid bi-weekly. This includes both permanent and temporary employees, but does not include students working during the academic year.

### **IV. Terms and Definitions**

- Non-exempt staff – employees who are not exempt from the regulations set forth by the Fair Labor Standards Act (FSLA). A primary consequence of being covered by the FSLA is that non-exempt staff are eligible for overtime pay for hours worked in excess of 40 hours per week.
- Timecard – preprinted form with spaces to record daily starting and ending times for two work sessions per day for a two-week pay period. Also, the form has spaces for recording non-worked time such as sick leave, vacation, etc. Timecards are preprinted with the employee's ID number and name, the pay period beginning and ending dates, the employee's department, and the month in which the employee was hired (for purposes of tracking vacation).
- Pay period – two-week period of time, beginning on a Saturday and ending on a Friday.
- Overtime – see the "Staff Handbook" for an explanation of overtime and how it is calculated.
- Non-worked time – consists of approved time off such as sick leave, vacation and jury duty. See the "Staff Handbook" for details.
- Shift differential pay – is paid when an employee is scheduled to begin his or her work shift between the hours of 2:00 p.m. and 2:00 a.m., and the employee is scheduled to work four or more hours per shift.

### **V. Procedures and Guidelines**

- A. Prior to the first day of the pay period, timecards will be distributed to employees by the Payroll Office.
- B. Non-exempt employees are to record daily their starting and ending times on the timecard. The times should be rounded to the nearest quarter hour, with a seven minute or less difference being

rounded back and an eight minute or more difference being rounded forward. For example, an arrival time of 7:53 should be rounded forward to 8:00 since it is eight minutes past 7:45. Likewise, 12:07 would be rounded back to 12:00 since it is seven minutes after the hour. Timecards have spaces for recording two work sessions each day. Typically, this will be a morning work session and an afternoon session. A lunch break between the morning and afternoon work sessions is generally not included as hours worked. However, a 15-minute break taken in the middle of a work session is considered time worked and does not need to be shown on the timecard.

- C. Non-exempt employees are to total their daily work hours. Partial hours should be entered as fractions, not decimals. For example, use  $5\frac{1}{2}$  instead of 5.5. Each day's total hours will be entered in the total column and the weekly total will be entered in the weekly total section.
- D. Non-exempt employees are also to enter non-work hours, such as vacation, holiday, sick and medical leave, on the timecard in the weekly total section boxes provided. Generally, the total of work hours and non-work hours should total the number of hours scheduled to work per week.
- E. At the end of a pay period, non-exempt employees are to total their weekly hours, sign their timecard, and submit it to their supervisor by the Monday after the end of the pay period.
- F. Non-exempt staff should use pen, never pencil, to fill out their timecards.
- G. Supervisors will verify each timecard, check the totals, sign the timecards in ink and submit them to the Payroll Office by Wednesday noon following the end of the pay period.
- H. The timecard should not be accessible to the non-exempt employee after the supervisor signs the timecard. The supervisor should be responsible for placing the timecard into campus mail or walking the timecard to the payroll office.
- I. For non-exempt employees who travel away from the College during and outside of their regular work hours, see the "Non-Exempt Travel Pay" policy for the guidelines on recording travel time.
- J. If an employee's timecard is misplaced or ruined, she/he should get a replacement card from her/his supervisor. Supervisors may obtain replacement cards from the Payroll Office.
- K. Supervisors should highlight hours eligible for shift differential. Shift differential pay is paid based on the following guidelines:
  - The employee must be scheduled to begin his or her work shift between the hours of 2:00 p.m. and 2:00 a.m.
  - The employee must be scheduled to work four or more hours per shift.
- L. Special Provisions
  - If a supervisor is away from campus and thus, unavailable to sign the timecard before it is due in the Payroll Office, the employee should send the card directly to the Payroll Office. It will be returned after processing for signature.
  - If an employee is away from campus and thus, unavailable to sign the timecard before it is due in the Payroll Office, the supervisor is to approve and send the card even if it has not been completed. Pay will be based on completed hours submitted. The timecard will then be returned for any missing entries and signature. Any adjustments required will be made on the subsequent payroll.

## **VI. Confidentiality and Record**

All timecards are kept in locked file cabinets. Timecards are kept for the current calendar year as well as the three prior calendar years.