

## **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Time Reporting-Faculty, Staff, GA, and Hourly Employees**

**Regulation and Procedure  
Number: URP: 05.400**

**Policy Owner: Finance and Administration**

### **POLICY STATEMENT**

The purpose of this URP is to establish guidelines for required timesheet completion.

### **APPLICABILITY**

This policy is applicable to TWU Students, Faculty, and Staff.

### **DEFINITIONS**

None

### **REGULATION AND PROCEDURE**

#### **I. General Guidelines**

A. As described below for each employee group, work time and/or leave time must be recorded on a monthly basis. Timesheet or other reporting forms must be completed within five (5) days and approved within ten (10) days of the end of the pay period. Vice Presidents will be notified of timesheets not approved after this period.

B. Employees who misrepresent time and supervisors who knowingly allow misrepresentations on employees' timesheets are subject to disciplinary action up to and including dismissal.

#### **II. Faculty (Full-time only):**

The dates and hours of sick leave taken by any faculty member for the prior month must be recorded on the Faculty and Graduate Assistant Leave Report form. The form must be signed, and returned to the Payroll Office.

A. Graduate Assistants, Graduate Teaching Assistants, Graduate Research Assistants:

A Faculty and Graduate Assistant Leave Report form must be completed for each person in this group recording any hours not worked during the month. The department chair certifies that each person in this group worked the required hours for the prior month. Any absences must be reported on this form. The form must be signed and returned to the Payroll Office.

B. Faculty and Graduate Assistant Leave Report

Vice Presidents will be notified of timesheets not approved after this period. Employees who misrepresent time and supervisors who knowingly allow misrepresentations on employees' timesheets are subject to disciplinary action up to and including dismissal.

III. Staff

A. Exempt Employees:

1. Exempt employees are defined as employees who, based on duties performed and manner of compensation, are exempt from the FLSA minimum wage and overtime provisions. They are not eligible for over time for hours worked beyond their regular work week of 40 hours.
2. Exempt employees must complete a monthly timesheet and report any leave hours taken such as vacation, sick, or leave without pay taken.

B. Non-Exempt Employees:

1. Non-exempt employees are defined as employees who, based on duties performed and manner of compensation, are subject to all Fair Labor Standards Act ("FLSA") wage and overtime provisions. They are eligible for overtime for hours worked beyond their regular work week of 40 hours and for other provisions of the FLSA.
2. Non-exempt employees must complete a monthly timesheet and report all work hours, lunch hours, and leave hours taken.

C. Hourly Employees:

1. Hourly employees are defined as employees who are employed on a temporary basis or are student assistants. Hourly employees are generally subject to the FLSA wage and overtime provisions.
2. Hourly employees are paid from the 16<sup>th</sup> of the month through the 15<sup>th</sup> of the following month. Hourly employees must complete a monthly timesheet and report all hours worked. Supervisors are responsible for approving hourly timesheets the first business day following the 15<sup>th</sup> of the month. Hourly employees will not be paid unless a timesheet is completed and approved.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

None

## **FORMS AND TOOLS**

[Faculty and Graduate Assistant Leave Report Form](#)

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