



### 4.6.10 Timekeeping

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| Chapter 4 - General Personnel  | Original Effective Date: November 2016 |
| Section: 4.6 Classification and Compensation Administration          | Date Last Reviewed:                    |
| Responsible Entity: Vice President and Chief Human Resources Officer | Date Last Revised:                     |

#### I. Purpose

It is the policy of UT Health San Antonio (UTHSA) that all employees keep an accurate record of time and leave. This policy is to ensure full compliance with the recordkeeping requirements established by the Fair Labor Standards Act (FLSA).

#### II. Scope

This policy applies to all faculty, administrative and professional (A&P), fellow, student employee and classified employee of UT Health San Antonio.

#### III. Policy

##### A. General Policy

All exempt and non-exempt employees are required to submit a timesheet to reflect hours absent from work. In addition, certain provisions apply for timekeeping by non-exempt employees. Supervisors are responsible for verifying and assuring compliance with this policy.

##### B. Accuracy of Timekeeping Records

Each employee is responsible for ensuring that his or her timesheet is accurate and complete. Failure to report leave and/or falsifying a time record may result in disciplinary action for the employee, supervisor, and/or the department timekeeper.

In the event of an error in reporting time, employees must immediately report the problem to the department timekeeper for correction.

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### C. Timekeeping for Non-Exempt Employees

All non-exempt employees are required to record time worked and leave taken on a daily basis. This includes overtime, compensatory time, vacation, sick, and personal time.

Each non-exempt employee must sign his or her timesheet to certify the accuracy of all time recorded. Timesheets for non-exempt employees must be submitted at the end of each workweek for approval.

If the employee's department does not utilize an electronic timekeeping system, the employee must record all time using the standard UTHSA Timesheet for Non-Exempt Employees.

### D. Timekeeping for Exempt Employees

Each exempt employee must complete a monthly timesheet to indicate any leave taken (i.e. compensatory time, vacation, sick, and personal time); or, to indicate that no leave was taken.

If the employee's department does not utilize an electronic timekeeping system, the employee must record all time using the approved department timecard for exempt employees.

Exempt employees are not required to indicate time in or time out on their timesheet. If an exempt employee is tardy or fails to meet other attendance standards, the time should not be deducted from the employee's leave balances.

Each exempt employee must sign his or her timesheet to certify that it is accurate. Exempt timesheets must be submitted at the end of each month for approval.

### E. Timekeeping and Approval Responsibilities

Submitted timesheets must be approved by the employee's supervisor or designated approver. Department timekeepers are responsible for reviewing and approving employee timesheets before submitting for processing.

#### 1. Supervisor Responsibilities

Supervisor Responsibilities regarding timekeeping for all employees include the following:

- a. Ensure departmental attendance guidelines are adhered to by all employees (e.g. scheduling, tardiness, timekeeping, overtime authorization, etc.).
- b. Ensure guidelines are administered in an equitable and consistent manner.

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- c. Promptly review and respond to employee leave requests.
  - d. Ensure that employees have sufficient leave balances to cover any approved leave.
  - e. Ensure the accuracy and completion of employee timesheets.
  - f. Approve timesheets in a timely manner.
2. Department Timekeeper Responsibilities
- a. Assist in the collection of completed timesheets in a timely manner.
  - b. Retain copies of approved timesheets in accordance with the retention schedule.
  - c. Assist with corrections in timekeeping records as needed.

#### IV. Definitions

Definitions pertaining to this policy can be found in the Institutional Handbook of Operating Policies (IHOP) Policy [4.1.2 Definitions](#).

#### V. Related References

*There are no related documents associated with this Policy.*

#### VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

| Effective Date | Action Taken       | Approved By | Date Approved |
|----------------|--------------------|-------------|---------------|
| 11/2016        | Policy Origination |             |               |
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