Section 4	Human Resources Policies	04/01/90 - Originated
Subject 4.1	Employment	09/02/11 -Reviewed w/ changes -Reviewed w/o changes
Policy 4.1.4	**Time and Attendance Reporting**	Finance, Payroll Svcs. - Author

Time and Attendance Reporting

Policy

UTMB is responsible for ensuring that procedures and systems are in place to record hours worked and leave time used so that employees are appropriately compensated per the Fair Labor Standards Act. Each UTMB department shall maintain a time and attendance policy that describes how all worked time and absences from work will be tracked and recorded in their department to ensure all employees are correctly compensated in terms of regular, shift, overtime or other pay. The policy should specifically address how all types of leave time will be tracked and recorded.

Modifications to time reported by an employee shall be limited to correction of administrative errors and only with written approval from the employee.

Managers and Timekeepers may not alter an employee's time with the purpose of preventing the employee from being paid overtime which has been appropriately earned.

Time and attendance policies are established by Human Resources, in collaboration with representatives from various areas of UTMB.

Failure to comply with departmental and institutional time and attendance policies may result in employees and management being subject to disciplinary action up to and including termination.

Misrepresentation of time worked or alteration of time and attendance records may constitute falsification of state documents and be considered gross misconduct subject to disciplinary action including termination.

Guidelines

Finance, Payroll Services administers the collection and reporting of employee time and attendance data via computerized system. The system provides a variety of electronic means to capture and report time worked and leave time used. The data collected by this system represents the official institutional record of time and attendance information; therefore, departments shall not use any alternate system to track time and accrual balances.

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Responsibilities

Managers shall ensure that a departmental time and attendance policy exists and is enforced in their department and that appropriate documentation exists to substantiate employee hours worked, leave time taken, and any necessary changes to time records in accordance with the Fair Labor Standards Act and all UTMB policies. Employees must comply with the time collection procedures contained in their departmental policy.

Non-Compliance

Violations of the Fair Labor Standards Act could result in substantial penalties.

References

IHOP Policy 3.7.1, Attendance

Fair Labor Standards Act