I. Title
   Employee Timecard Management

II. Policy
   A. The University of Texas Medical Branch (UTMB) maintains time and leave records for all employees in accordance with the Fair Labor Standards Act (FLSA) and the Texas Government Code. In order to comply with the specific timekeeping requirements under the FLSA, all employees are required to maintain accurate payroll time records. Additionally, all supervisors are responsible for ensuring that employees maintain accurate payroll time records. Failure to ensure time is recorded accurately prior to the processing of biweekly or monthly payroll creates inaccurate records as well as an unnecessary burden on the Department of Human Resources and Finance - Payroll Services to update and correct time records through the Historical Edit process. Therefore, the Department of Human Resources and Finance - Payroll Services has developed and will maintain systems necessary to keep accurate records of employees’ time and attendance, to appropriately issue payments, and to monitor leave usage.

   B. Audience: All UTMB employees.

   C. Scope: The policy covers all employees.

III. Documenting Time
   A. Each employee is responsible for fully and accurately recording all time worked each day, including paid and unpaid leave.

   B. Biweekly Employees: all hours worked and all paid and/or unpaid leave hours must be entered into Kronos prior to processing the biweekly payroll. Additionally, all biweekly employees are required to approve their timecards at the close of each pay period.

   C. Monthly Employees: all paid and/or unpaid leave hours must be entered into Kronos prior to processing the monthly payroll.

IV. Time Corrections
   A. Time corrections should be used when an employee fails to clock in correctly, and the timecard editing period is open. Examples for when time corrections are appropriate include failure to clock in or out, recording leave incorrectly (such as sick leave when it should have been sick leave unscheduled), or failing to record vacation when not at work, etc.

   B. All time corrections must be documented in the My Requests section of Kronos in order to have the timekeeper adjust the timecard. Although these corrections are made while the timecard is
still open for editing, it creates unnecessary burden on timekeepers and managers. Employees are expected to record their time correctly each and every time.

C. In compliance with the FLSA, employees will be paid for all hours worked, including hours worked based on time corrections.

V. **Historical Edits**
A. Historical edits should be used when an employee fails to clock in correctly, and the timecard editing period has closed. Examples of when historical edits are appropriate include failure to clock in or out, recording leave incorrectly (such as sick leave when it should have been sick leave unscheduled), or failing to record vacation when not at work, etc.

B. All time corrections must be documented in the My Requests section of Kronos in order to have the timekeeper adjust the timecard. These corrections require manual editing by the timekeepers and Finance - Payroll Services and create an unnecessary burden. Employees are expected to record their time correctly each and every time.

C. In compliance with the FLSA, employees will be paid for all hours worked, including hours worked based on historical edits.

VI. **Time Card Approval**
A. Biweekly employees must approve their timecards after the last day worked in the pay period. In the event an employee will not be available after the last day worked in the pay period but prior to the final approval deadline, the employee is expected to approve his/her timecard immediately following his/her last time punch of that pay period. When approving timecards, employees should adhere to departmental deadlines if different from above.

B. All biweekly timecards must have final approval no later than 11:59 p.m. on the Monday following the close of the biweekly pay period.

C. Employee approval of a timecard represents certification of the following:

1. For **Biweekly Exempt** and **Non-Exempt** Employees:
   - All employee leave has been entered correctly including sick leave, vacation, holiday, etc.; and
   - The employee timecard has not been altered without prior documented consent of the employee.

2. Specifically for **Biweekly Non-exempt Employees**:
   - The employee has been paid for any meal breaks during which the employee was not relieved from duty for the entire duration of the lunch break; and
   - All hours worked performing UTMB job-related duties, either at a UTMB facility or away from UTMB, have been recorded accurately. Employees who have access to a computer will approve their timecards using Kronos Workforce Central.
IHOP Policy 4.1.2 Employee Timecard Management

D. Employees who do not have access to a computer are required to sign a printed timecard provided by the department timekeeper. Timekeepers are required to maintain approved, printed timecards in accordance with the current records retention policies of the institution. (See IHOP Policy 6.1.5 – Records and Information Management and Retention)

E. In the event it takes a non-exempt employee longer than 10 minutes to approve his/her timecard, he/she will need to notify the timekeeper or manager so the timecard can be adjusted accordingly.

F. After employee approval of the timecard, the timekeeper or manager will provide second-level approval, no later than the 11:59 p.m. Monday final approval deadline.

G. Finance - Payroll Services will provide global sign-off on all approved timecards the Tuesday following the end of a biweekly pay period.

VII. Non-Compliance
A. Employees, including timekeepers and managers, failing to comply with UTMB’s timekeeping policies and standards as set forth in this Policy are subject to disciplinary action, up to and including termination. (See IHOP Policy 3.01.09, Discipline, Dismissal and Appeal for Classified Employees) In compliance with the FLSA, employees will be paid for all hours worked.

B. Noncompliance with timekeeping policies may negatively affect performance evaluation and/or eligibility for merit increases.

VIII. Definitions
Biweekly Employee: An employee who is paid every two weeks based on UTMB’s published Payroll Calendar.

Exempt Employee: An employee who is salaried and exempt from the overtime provisions of the Fair Labor Standards Act.

Historical Edit: A time correction that occurs after the payroll period has closed and been locked from editing.

Kronos Workforce Central (Kronos): The timekeeping system used by UTMB to record hours worked for all UTMB employees.

Monthly Employee: An exempt employee who is paid once each calendar month based on UTMB’s published Payroll Calendar.

Non-Exempt Employee: An employee who is paid hourly and entitled to overtime for any hours worked in excess of 40 hours during a work week.

Time Correction: Any correction to a timecard that results from missed punches or inaccurately recorded time entries.
IX. Relevant Federal and State Statutes
   Fair Labor Standards Act
   Texas Government Code, Title 6, Subtitle B, Chapter 659, Compensation
   Texas Government Code, Title 6, Subtitle B, Chapter 661, Leave

X. Related UTMB Policies and Procedures
   IHOP 03.01.05- Attendance
   IHOP 03.01.09- Discipline, Dismissal and Appeal for Classified Employees
   IHOP Section 3.4- Employee-Compensation
   IHOP Section 3.6- Employee-Leave
   IHOP 04.01.04- Time and Attendance Reporting

XI. Dates Approved or Amended

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XII. Contact Information
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