

**Institutional Handbook of Operating Procedures**  
**Policy 04.01.02**

Section: Fiscal Policies	Responsible Vice President: Chief Financial Officer
Subject: Operations Policies	Responsible Entity: Finance – Payroll Services

**I. Title**

*Employee Timecard Management*

**II. Policy**

**A.** The University of Texas Medical Branch at Galveston (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.** Biweekly Employees: All Biweekly employees are responsible for fully and accurately recording all time worked each day, including paid and unpaid leave. 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.

**B.** Monthly Employees: All paid and/or unpaid leave hours for monthly employees must be entered into Kronos through leave requests prior to processing the monthly payroll.

**C.** Timekeepers: All leave requests and timecards must be reviewed for accuracy and approved by both employees and timekeepers prior to processing payroll. It is the timekeepers' responsibility to make sure all their employees are signing off on their timecards prior to timekeeper approval and payroll processing deadlines

**IV. Time Corrections**

**A.** Time corrections should be used when an employee fails to clock in correctly, and the timecard-editing period is still 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), failing to record vacation when not at work, cancellation of leave requests due to change of plans, 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 does create additional 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 timecard errors are identified after 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), failing to record vacation or sick leave when not at work, failing to cancel a leave request when plans changed, etc.
- B. All time corrections must be documented in the My Requests section of Kronos in order to have the timekeeper adjust the timecard. Historical edits should be kept to a minimum, as they require manual editing and an unnecessary burden on timekeepers and the Finance - Payroll Services team. 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 by timekeepers 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.

- D. Biweekly 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 06.01.05 – 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 03.01.09, 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. 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](#)

**IX. 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](#)

**X. Helpful Links**

- [Kronos Timekeeping System Home Page](#)
- [Kronos Timekeeping System Training](#)

**XI. Dates Approved or Amended**

<i>Originated: 9/2/2015</i>	
<i>Reviewed with Substantive Changes</i>	<i>Reviewed without Substantive Changes</i>
06/06/2019	

**XII. Contact Information**

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