

## **Time and Labor Overview**

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### **Time Reporting Process**

Regular board-approved employees are responsible for reporting absences (time not worked) and exceptions (additional time worked) to their supervisor for approval. Changes can be made by the employee or the manager prior to the payroll deadline. For example, if an employee is out of the office (i.e. vacation, conference, etc.) on the deadline date, the manager can enter any absences or exception time on behalf of the employee. If changes need to be made after the payroll deadline, the manager is required to submit an Absence Adjustment Form.

Hourly employees are responsible for punching in and out daily (including lunch) to accurately record the number of hours worked. Changes can be made only by the manager prior to the payroll deadline. For example, if an hourly employee forgets to punch in or out, the manager or designee is the only person who can enter the punches. If changes need to be made after the payroll deadline, the manager should contact the appropriate HR representative.

### **Time Reporting Deadlines**

HRMS will display the deadline date and time for the current time reporting period. The time reporting deadline during the normal payroll cycle is the Monday after a pay period end date by 10:00 a.m. The managers have until 1:00 p.m. that same day to approve any time reported. Time reporting deadlines are subject to change.

Exceptions to the normal cycle include the four-day summer schedule and holiday schedules such as Fourth of July, Thanksgiving, Winter Break, and Spring Break. In these cases, the Compensation Department will usually send an email notification as needed.

### **Time Approval Process**

Managers are responsible for reviewing and approving time reported for board-approved and hourly employees. Employees hired on a contract will not be required to report time through HRMS. For example, if an individual is hired as adjunct faculty on a Special Services Contract, that person will not be required to report time biweekly through HRMS. However, if an individual is hired as adjunct faculty on a Request for Personnel Services (RPS) and paid hourly, that person will be required to report time biweekly through HRMS.

# Time Reporting Process Flowchart

## Regular Board Approved Employees

### Step 1

The **Regular Board-Approved Employee** logs into HRMS to report time not worked or additional time worked for the current time reporting period.

NO

### Step 1A

The **Manager or Designate** reports the time not worked or additional time worked for the current period.

YES

### Step 2

The **Manager or Designate** verifies the time reported for the current time reporting period is correct


NO

### Step 2A

The **Manager or Designate** modifies the time not worked or additional time worked for the current time reporting period.

YES

### Step 3

The **Manager or Designate** approves the time reported and submits it to Payroll. 

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## Hourly Employees

### Step 1

The **Hourly Employee** logs into HRMS to report punch in and out each day (including lunch) for the current time reporting period.

NO

### Step 1A

The **Manager or Designate** enters the daily punches for the current time reporting period.

YES

### Step 2

The **Manager or Designate** verifies the daily punches for the current time reporting period is correct

NO

### Step 2A

The **Manager or Designate** modifies the daily punch or punches for the current time reporting period.

YES

### Step 3

The **Manager or Designate** approves the time reported and submits it to Payroll. 