**Time Reporting/Approval Guidelines**

All non-exempt (hourly) employees are paid on a weekly basis. Each work week begins at 12:00 a.m. Thursday and ends at 11:59 p.m. Wednesday. Paychecks are distributed on Wednesday, one week following the end of the pay period.

Employees report time data through their self-service timesheet or by use of a time clock and attest to the accuracy of that data. Knowingly submitting inaccurate time data is illegal under the Fair Labor Standards Act.

All non-exempt (hourly) employees report all time worked, including time worked over 40 hours, as well as leave time if applicable per week.

Exempt employees, excluding faculty and graduate assistants, report exception time data through their self-service timesheet, such as vacation, sick, etc.

Employees should obtain approval prior to working overtime hours. Alternate flexible work schedules may be used during the course of the work week, with supervisor approval to avoid incurring overtime. However, if an employee works unapproved overtime during the work week, those hours must be paid.

Supervisors who approve the reported time must have direct/personal knowledge of the hours worked and are responsible for edits, deletions, or corrections to ensure the time data is accurate. Records of such should be kept by the supervisor or by the employee’s department.

Supervisors who have employees that use time clocks are responsible for quickly correcting “missed punches” (when an employee forgets to clock in or out) within the time clock system.

Department and Unit administrators are responsible for monitoring reported time for employees and should act as a back-up for the supervisor in the event they are unable to perform the required time reporting and/or approval tasks.