


<p>Name of Policy: <u>Recording time utilizing the automated system</u></p> <p>Policy Number: 3364-25-22</p> <p>Approving Officer: President</p> <p>Responsible Agents: Vice President and Chief HR Officer</p> <p>Scope: Health Science Campus</p>	 <p>Review date: October 13, 2016</p> <p>Original effective date: December 20, 2010</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

Time records constitute the basis for payment of wages, and complete and accurate time records are therefore vitally important to both the employee and the university. Furthermore, federal and state laws require the university to maintain accurate records of time worked by hourly employees.

Each employee is responsible for recording hours worked via the automated electronic payroll system in a “live mode”/ “etime.” Each employee is also responsible for recording and/or requesting all non worked hours.

(B) Purpose of policy

This policy describes timekeeping regulations and responsibilities for hourly-paid employees working on the health science campus.

(C) Procedure

- (1) All hourly-paid employees shall record job attendance through the university’s official timekeeping system(s) at the beginning and end of each workday. Employees are to swipe in using their time keeping badge. There are many badge readers available but managers may

require their employees to clock via a specific badge reader located near their department.

- (2) Employees, with management permission, may use an alternate method other than “etime” if available.
- (3) Any employee who works a split shift or leaves for more than the normal lunch period, the employee must also report his/her in and out times using the official system. Request for an exception to using the official timekeeping systems must be in writing and approved by payroll. The only exceptions considered will be unusual circumstances and only for departments with dependable recordkeeping and a fully trained backup timekeeper.
- (4) An employee may not “clock in” seven or more minutes before the start of their shift unless directed by their supervisor. An employee may not begin work until the employee has clocked in, nor continue to work after the employee has clocked out.
- (5) Non work time (e.g. sick, vacation, comp) is to be recorded via the automated electronic time keeping system. Employees are responsible for requesting or recording vacation and compensation time via the automated electronic system. Only under a leave of absence will the manager be responsible for recording non worked time.
- (6) Employees leaving UTMC property are required to use the automated time keeping system. An exception to this would be travel from one university property to another.
- (7) Employees are required to report promptly to their supervisor any differences between time actually spent working and the time reported as worked in the automated electronic timekeeping system. Employees are responsible for verifying their payroll record for the pay period they are in prior to the close of the pay period.
- (8) Employees, including student employees, must clock in and out themselves using the official system. Other employees, including supervisors, timekeepers and departmental staff, may not clock attendance for another employee. Modification of time reported by an employee shall be limited to correction of administrative errors,

editing of failure to clock in or out, or reporting of leave time and only with the employee's knowledge.

- (9) Anyone using another employee's "badge" or ID to clock in or out of the automated electronic time keeping system; or permitting his/her badge or ID to be used by another to clock in or out of the system, may be subject to disciplinary action up to and including termination. Employee ID information that has been forgotten or compromised must be reported to the supervisor and/or the IT help desk immediately.
- (10) Employees are not permitted to "add/delete" or modify clocks. Employees who consistently fail to clock in or out, or clock at other than the proper time, or who knowingly and through any means inaccurately report time spent working may be subject to disciplinary action up to and including termination.
- (11) Supervisors, timekeepers or departmental staff who badge in for another employee or modify time reported by an employee, other than the limits listed above or without the employee's knowledge, are subject to disciplinary action, up to and including termination.
- (12) Under no circumstances is an employee to approve their own time record.
- (13) Passwords are to be consistent with rule 3364-65-07 of the Administrative Code (electronic communication policy). Under no circumstances are passwords to be shared.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>October 13, 2016</u> Date</p> <p><i>Review/Revision Completed by: Vice President and Chief HR Officer</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-22, effective date April 10, 2015</i> <p>Initial effective date: December 20, 2010 Review/Revision Date: September 13, 2013; July 1, 2014; April 2015; October 13, 2016 Next review date: October 13, 2019</p>
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