



Time and Attendance Records

It is the policy of the university to comply with applicable laws that require records to be maintained of the hours worked by non-exempt employees. To ensure that accurate records are kept of the hours actually worked (including overtime hours where applicable) and of the accrued leave time taken, and to ensure payment in a timely manner, non-exempt staff members are required to document this information on a timesheet either manually or electronically. The supervisor will resolve discrepancies, sign the time report, and submit to the Payroll Office for processing.

Actual hours worked and leave time taken must be recorded accurately. Falsification of time worked or leave time taken by an employee or his/her supervisor is a breach of university policy and is grounds for corrective counseling, up to and including termination.

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