

Completing and Monitoring Attendance Reports Procedure

Effective Date: March 15, 2013

Function: Human Resources Administration

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Basis for Procedure

This procedure has been developed to ensure that Research Foundation (RF) employees, managers and supervisors of RF employees, and the campus HR office are complying with the requirements described in the [Time Reporting Policy](#).

Procedure Summary

This procedure describes the forms that are used for time and attendance reporting and the steps that must be taken by RF employees, managers and supervisors, and the campus HR office to be in compliance with the [Time Reporting Policy](#).

Completing and Monitoring Attendance Reports

Nonexempt Employees

All nonexempt Research Foundation employees must complete an hourly or a biweekly attendance report that documents each hour worked in order to fulfill the requirements of FLSA. Hourly and Biweekly Attendance Reports must contain the following elements:

- A statement certifying that the activity reported accurately represents the actual work performed by the employee during that period.
- An accurate distribution of hours. Attendance reports for nonexempt employees must show the hours worked for each award on which the employee worked.

An employee signs the attendance report as certification that his or her entries on the form are accurate and submits the form to his or her manager or supervisor.

Exempt Employees

All exempt Research Foundation employees must complete an exception report for each calendar month where daily exceptions must be recorded on the report so that appropriate adjustments can be made in leave accrual balances for employees who accrue leave. The exception report is signed by the employee as certification that he or she has worked the anticipated schedule for the period specified with the exception of the dates listed on the report. In addition, the employee's signature on the exception report substantiates salary payment. The completed must be submitted to the employee's manager or supervisor.

Reports must also be completed for employees who do not accrue leave.

Manager or Supervisors

The manager or supervisor receives the completed time or exception report from the employee. The manager or supervisor reviews the time or exception report to determine if the information on the form is accurate. If the form is accurate, the supervisor signs the form and submits it to the campus HR office. If the form is inaccurate, the form should be returned to the employee for corrections.

Campus HR Office

The campus office responsible for processing time reporting documents office receives the completed time and attendance or exception report from the manager or supervisor. The campus administrator reviews the reporting document to ensure it has been signed by both the employee and manager or supervisor and that it is in compliance with RF policy and government regulations. Campus administrators are responsible for retaining time reporting documents as outlined in the [Time Reporting Policy](#).

Campus administrators must also have a system in place for tracking the receipt of time reporting documents. Campus administrators must follow up with the manager/supervisor or the employee regarding missing time reporting documents.

Definitions

Nonexempt position - A position that does not satisfy the Fair Labor Standards Act (FLSA) tests for exemption from the FLSA overtime provisions based on salary and position responsibilities.

Exempt position - A position that satisfies the Fair Labor Standards Act (FLSA) tests for exemption from the act's overtime provisions based on salary and position responsibilities.

Related Information

[Fair Labor Standards Act](#)

[Time Reporting Policy](#)

Forms

[Biweekly Attendance Report \(Word\)](#)

[Biweekly Attendance Report \(PDF\)](#)

[Exception Report for Exempt Personnel \(Word\)](#)

[Exception Report for Exempt Personnel \(PDF\)](#)

[Hourly Attendance Report \(Word\)](#)

[Hourly Attendance Report \(PDF\)](#)

Change History

Date	Summary of Change
November 30, 2012	New Procedure
