Name of Policy: **Recording time utilizing the automated system** **Policy Number:** 3364-25-22 **Approving Officer:** President **Responsible Agent:** Chief Human Resources Officer, **Scope:** University of Toledo Health Science Campus	 **Effective date**: October 20, 2023 **Original effective date:** December 20, 2010
Keywords: Do not capitalize unless a proper noun	

	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(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 clock in and out using their identification ("ID") badge. There are many badge readers available but managers may require their employees to clock in/out 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, must also clock in and out using the official timekeeping system.

(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. An employee must not clock in until they are in a work ready status.

(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 UT 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 timekeeping system.   Other employees, including supervisors, timekeepers and departmental staff, may not clock

	Next review date: