

Clemson University's Payroll Department Issues Annual Reminder Regarding Timesheet Completion

As required by the Fair Labor Standards Act (FLSA), all nonexempt/salaried employees, all nonexempt/hourly employees and all nonexempt/hourly student workers must complete a time sheet or use an approved timekeeping device to record time worked. If you are receiving this annual reminder communication, Clemson University's Payroll Department asks that you make yourself familiar with the following:

- Ensure that you are completing and submitting your time accurately and timely to ensure payment for the time you work.
- At no time are you permitted to work "off the clock". If you are witness to non-compliance of this federal mandate, please contact the Office of Human Resources.
- Clemson University's workweek is Sunday – Saturday.
- Hourly/nonexempt employees and hourly/nonexempt student workers are eligible to be paid at an overtime wage of time and a half for hours physically worked in excess of 40 hours in a workweek.
- As determined by the budget center, salaried/nonexempt employees are eligible to earn either compensatory time or an overtime wage of time and a half for hours physically worked in excess of 40 hours in a workweek.
- Daily completion of time sheets, Kronos entries, or utilization of other approved timekeeping devices to log exact, to the minute, times in and times out is required. Click [here](#) to access the [Kronos timekeeping system](#).
- For units not yet utilizing Kronos for electronic timekeeping, [Excel time sheets](#) have been developed to support the semi-monthly pay period.
- The pay periods at the University are as follows:
 - 1st through the 15th, payable on the last day of the same month
 - 16th – through the last day of the month, payable on the 15th of the following month
- Employees using [Excel time sheets](#) must submit hardcopy time sheets to their supervisors for approval as soon as the pay period ends (either on the 15th or on the last day of the month). **Tip:** Place recurring reminders in your Outlook calendar (for the 1st and 16th of each month) to remind yourself that you have a payroll deadline.
- For salaried employees, each work week (Sunday – Saturday) should account for your standard weekly hours, either through time worked or through leave entries, including leave entries without pay.
- Employees are not permitted to work less than 37.5 hours one week and make the time up in the next week. For example, an employee cannot work 35 hours one week and 40 hours the following week to average 37.5 hours.
- If you do not currently record your time using an approved time keeping method, please start doing so immediately.

If you believe you are receiving this annual reminder in error, please consult your supervisor and/or HR partner. Other related questions may be directed to the Office of Human Resources ([Ask-HR/864-656-2000](#)).