

Timekeeping Reminder for Hourly Employees

In compliance with the Fair Standards Labor Act (FLSA), starting December 1, 2022, Clemson University's Kronos Support team within the Payroll Office will start monitoring the timekeeping requirements to ensure compliance. Carefully review this information to guarantee you remain in compliance.

TIMEKEEPING REQUIREMENTS

You must accurately record your work time in the assigned timekeeping system. You must track exact time in and out.

Your timecard must accurately reflect all hours worked each day and all applicable paid absences. * You cannot hold hours from one week and report in another week.

You are responsible to communicate missed punches or off-line work (work conducted while not clocked in) to your supervisor. These items should be reported accurately, in a timely manner and in writing.

If you are eligible for paid leave, you must submit time off requests accurately and in a timely manner, but no later than the last day of the pay period in which the leave is taken.

You must approve your timecard at the end of your shift on the last day of the current pay period, but no later than:

- Noon on the 16th of the month for work completed the 1st through the 15th
- Noon on the 1st of the month for work completed the 16th through the last day of the month

ADDITIONAL GUIDELINES

You must not work "off the clock." If you are unable to log hours when worked, be sure to update them the next day or report them to someone who can.

If Mobile Timekeeping is allowed for your area, you MUST set your mobile device to allow the Kronos application access to the location of your recorded IN and OUT punch. Failure to "allow location" is a violation of University policy.

If using Mobile Timekeeping, you should ensure off-line punches (punches made while not with-in cell service) are uploaded timely.

WORKWEEK GUIDELINES

The workweek begins Sunday at 12 a.m. and runs through Saturday at 11:59 p.m.

You must obtain approval to work over 40 hours in a workweek. Failure to obtain approval is a violation of University policy.

PAY PERIOD REMINDERS

Time worked the 1st to 15th of the month is paid on the last day of the month.

Time worked the 16th through the last day of the month is paid on the 15th of the following month.

*If a payday falls on a weekend or bank holiday, the payday will be on Friday or the day before the holiday.

*If you are instructed to alter your actual work time to reflect an inaccurate time record, you should report this immediately to your supervisor, a member of management or to the Office of Human Resources. If the response is in any way unsatisfactory, you should report the suspected noncompliance directly to Staff and Faculty Relations at staffrelations@clermson.edu. Every report will be fully investigated.

For guidance on performing the required tasks, go to [Kronos Training](#) to utilize the Job Aids under Employee Training : Time and Leave (Hourly Employees and Salary Nonexempt Employees Using Timestamp). You may also register for the web-based training to see all the modules available.

Contact Kronos@clemsun.edu should you have questions.

Additional guidance can be found in these related [Policies and Procedures](#):

- Timekeeping Policy for Nonexempt Employees
- Workweek Policy
- Unauthorized Work Policy
- Regular (FTE) Part-Time and Temporary Staff Policy
- Regular (FTE) Part-Time and Temporary Teaching Faculty and Staff Policy
- Annual Leave and other leave policies
- Continuing Benefits during an Unpaid Leave of Absence Procedure
- Unauthorized Absence Policy