

Timekeeping Reminder for Salary Nonexempt 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 account for your standard weekly hours each workweek, either through time worked, leave entries or holiday pay, including leave without pay. If your position is required to track exact time IN and OUT, you are responsible to report all timecard edits accurately, timely and in writing to your supervisor.

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.

If you are eligible for paid leave, you must submit time off requests accurately and timely, 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 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 the hours are worked, be sure to update them the next day or report them to someone who can.

- You cannot flex time between different workweeks. For example, you cannot work 35 hours one week and 40 hours the following week to average 37.5 hours.
- You cannot combine breaks and meal periods to come in late or leave early.

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, the employee should report the suspected violation directly to Staff and Faculty Relations at staffrelations@clemson.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 (Salaried, Non-Exempt). You may also register for the web-based training to see all the modules available.

Contact Kronos@clermson.edu should you have questions.

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

- Workweek Policy
- Unauthorized Work Policy
- Timekeeping Policy for Nonexempt Employees
- 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