

Timekeeping Reminder for Supervisors

In compliance with the Fair Standards Labor Act (FLSA) and the Clemson University Workweek Policy, 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.

The employees you supervise will be getting a corresponding communication related to timekeeping and leave compliance.

As a supervisor, you are responsible to ensure your employees are accurately compensated for time worked, eligible paid leave time and paid holiday time; as well as ensuring your direct reports' leave time is submitted and approved in an accurate and timely manner. Carefully review this information to ensure you are successfully meeting the University time and leave requirements for supervisors.

<p style="text-align: center;">ENSURE ACCURATE TIME AND LEAVE</p>	<p>Ensure your employees that use timecards (non-exempt or hourly employees) to accurately record time worked and have approved their timecards by noon on the 1st and 16th each month.</p> <p>Ensure employees eligible for paid time off (leave) are submitting time off requests when taking day(s) off. Do not allow an employee to take paid or unpaid leave without required approval and without submitting the corresponding time-off request(s).</p> <ul style="list-style-type: none"> • Leave taken the 1st to the 15th should be submitted by the 15th. • Leave taken the 16th through the last day of the month should be submitted by the last day of the month. <p>Approve or deny all time-off requests daily, as received. This is important as employees required to track time worked do not see the leave hours on their timecard until the leave is approved.</p>
<p style="text-align: center;">ADDRESS EXCEPTIONS</p>	<p>Monitor and manage all exceptions in Kronos, such as missed punches or unexcused absences prior to payroll processing.</p> <p>If a timecard adjustment is needed, you must ensure you have back-up from the employee (i.e., an email) or have provided documentation to the employee as to why the time was adjusted.</p>
<p style="text-align: center;">MANAGE OVERTIME FOR EMPLOYEES REQUIRED TO TRACK TIME WORKED (NON- EXEMPT EMPLOYEES)</p>	<p>The workweek begins Sunday at 12 a.m. and runs through Saturday at 11:59 p.m. Per FLSA, nonexempt employees must be compensated for any time worked over 40 hours in a workweek. (See the FLSA Timekeeping Factsheet.)</p> <p>Employee(s) must obtain prior authorization from you before working over 40 hours in a workweek. You must obtain VP approval for your employee(s) to work overtime. Failure to obtain approval is a violation of University policy.</p> <p>Do not ask or allow an employee to work off the clock. Do not alter a timecard to prevent overtime or budgeted hours. Do not allow an employee to hold hours and apply them to a different workweek. Timecards must reflect actual hours worked recorded on the day worked.</p>
	<p>Manage employee time by monitoring the following:</p>

<p>MONITOR TIME FOR EMPLOYEES REQUIRED TO TRACK TIME WORKED (NON-EXEMPT)</p>	<ul style="list-style-type: none"> • Those approaching overtime, including part-time employees approaching the 28-hour maximum • International employees approaching weekly maximum hours • Employees not meeting their weekly standard hours either through time worked, holiday pay or time off requests, including time off without pay
<p>APPROVING TIME AND LEAVE</p>	<p>By 4:30 p.m. on the 1st day of the month and on the 16th of the month for the previous pay period you must:</p> <ul style="list-style-type: none"> • Approve or deny all time-off requests. • Review and manage all exceptions on timecards, such as missed punches or unexcused absences. • Ensure all employees using timecards have approved their own timecards. • Approve prior pay period timecards for <u>all</u> employees visible in the timekeeping system.
<p>WORKWEEK AND PAY PERIOD REMINDERS</p>	<p>The standard work schedule is Monday through Friday 8 a.m. to 4:30 p.m. with an hour lunch between the hours of 11 a.m. and 2 p.m. Any deviations from that schedule must be documented in writing by the supervisor.</p> <p>Have an awareness that salaried employees not required to track time worked (exempt) either work their standard hours or submit leave time, including leave without pay.</p> <p>Employees cannot flex time between different workweeks. For example, they cannot work 35 hours one week and 40 hours the following week to average 37.5 hours.</p> <p>Employees cannot combine breaks and meal periods to come in late or leave early.</p> <p>Time worked the 1st to 15th is paid on the last day of the month. *</p> <p>Time worked the 16th through the last day of the month is paid on the 15th of the following month. *</p> <p>*If a payday falls on a weekend or bank holiday, the payday will be on Friday or the day before the holiday.</p>

For guidance on performing the required tasks, visit [Kronos Training](#) to utilize the Job Aids under Supervisor Training. You may also register for the web-based training to see all the modules available.

Contact Kronos@clemsontech.edu should you have questions.

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

- 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