

MONMOUTH UNIVERSITY

POLICIES AND PROCEDURES

Policy Name: Time and Attendance System – OPEIU and Non-Union Staff

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Approved by: President & Cabinet

POLICY:

1. In order to comply with Federal and New Jersey State law, all non-exempt employees paid on an hourly basis are required to document their work hours by utilizing the Time and Attendance system developed for their employee group.

DEFINITIONS:

1. **Time Reader:** A data collection device that is used to record and transmit an employee's work hours.
2. **Swiping In/Out:** Non-exempt employees paid on an hourly basis are required to swipe in and out at the data collection device to which they are assigned.
3. **Rounding:** If an employee swipes in or out up to seven minutes before or up to eight minutes after the start of the employee's workday, the time recorded will automatically round the employee's work time to the closest quarter hour. For example, if an employee is scheduled to begin work at 8:45 am and he/she swipes in at 8:38 am, his/her time will automatically be rounded to 8:45 am. If the employee is scheduled to begin work at 8:45 am and the employee swipes in at 8:37 am or earlier, his/her time will automatically be rounded to 8:30 am and the employee will be paid $\frac{1}{4}$ hour overtime provided the employee's supervisor has authorized the overtime. Employees are not permitted to generate overtime.
4. **Request Forms:** A template submitted electronically to the Timekeeper whenever the employee forgets to swipe in/out at the required times or when the employee is absent from work. Request Forms are also called Actions in the Time and Attendance system.
5. **Time Off:** Any time, scheduled or unscheduled that you are not at work, i.e. vacation, sick, personal, bereavement or any other event that causes you to be absent on a work day.
6. **Time Off Units:** All employee leave balances (i.e. time available) are displayed in hours, based on the number of authorized hours in your base week/divided by the number of days in the work week.

PROCEDURES:

1. **Hourly Employees:** All hourly employees are required to swipe in/out at the beginning and end of their work shift. Employees must have the approval of their supervisor prior to working overtime. Employees are not permitted to carry compensatory time into another pay period or work off the clock.
2. **New Employees:** During their employee orientation, Human Resources will enroll new staff employees in the Time and Attendance program. Facilities Management employees and Police employees will be enrolled in their respective departments.
3. **Temporary Employees:** Temporary employees being paid through an employment agency are required to use the timekeeping method established by the agency. Human Resources will enroll temporary Monmouth University employees, i.e., temporary employees who are being paid directly by the University in the Time and Attendance program during their orientation.
4. **Lunch period:** If you take a lunch period that is part of your regular schedule, you are not required to swipe in/out for lunch. If you take a lunch period that is different than what you are regularly scheduled to take, you are required to swipe in/out for lunch as well as when you report for and leave work.
5. **Overtime:** The Time and Attendance System will calculate overtime automatically.
6. **Review of Hours Worked/On-line Timecard and Time Detail Report:** All employees are required to review their hours worked during the pay period. We strongly recommend that you review your punches on a daily or weekly basis and not on the last day of the pay period. To view your current time detail report (or the reports of hourly employees who report to you) on the Internet go to the Time and Attendance program through the Human Resources page of the Monmouth University web site.
7. **Corrections:** If you notice any items that need correction, you should bring them to the attention of the Timekeeper. All corrections MUST be submitted no later than 12 noon the day following the end of the pay period, i.e., every other Thursday, and may only be submitted electronically, preferably through the e-mail feature in the Time and Attendance system.
8. **Missed Punches:** If a solid red box appears on your timecard, it means that you are missing punch. In order to be paid for the hours you worked on the day in question, you MUST submit a Missed Punch Form electronically.
9. **Off Campus Work-Related:** If you are conducting University business in an off-campus location, such as attending a seminar, you should complete an Off Campus Work Related form. This will enable the Timekeeper to adjust your timecard appropriately so that you are paid for these hours. If you are working off campus for only a portion of a day, you should swipe in/out when you arrive or leave the University.
10. **Scheduled Time Off:** An electronic Time Off Request Form must be submitted prior to taking the time off for scheduled vacation, personal and sick days, but no more than one month in advance, and must be submitted electronically. Only submit 1 form per event. Please maintain a hard copy for your records. Do not submit a hard copy to the Timekeeper. Do not fax copies to the Human Resources Office.

11. **Unscheduled Absences:** If you are absent due to an unscheduled event such as a sick day, you must call the Time and Attendance Hotline at (732) 263-5910 and your supervisor to report your absence before the start of your workday. The Hotline is an automated, voice-activated system that will ask you a series of questions. You are required to respond to each of the questions after it is asked. You will be provided with a confirmation number. You must call out each day you are absent. The Timekeeper will be notified of your absence and adjust your timecard in the system. If you have accrued time available, you will be paid accordingly.
12. **Sick Time:** It is important to remember that sick time can be used for your personal illness, medical appointments or for a member of your immediate family, as set forth in the University Sick Leave policy and respective Collective Bargaining Agreements. Sick time cannot be used to attend funerals of non-family members or other personal-type events.
13. **Going Home Sick/Personal Emergency:** If you report to work and must leave due to a personal illness or for some other emergency, you should notify your supervisor and submit a Same Day Request Form to the Timekeeper, who will adjust your timecard in the system. If you have accrued time available, you will be paid accordingly.
14. **Absence on the Last Day of the Pay Period:** If your absence occurs on the last day of the pay period, i.e. every other Wednesday, you must submit your request no later than 12 noon Thursday. (The first day of the new pay period.) The quick submission is necessary in order to comply with time frame required to process payroll.
15. **After the Pay Period Has Ended:** If you forget to submit a request form for your time off and the pay period has ended, you should notify the Timekeeper in the pay period subsequent to the omission. Retroactive edits may only be made during this time frame only. If you do not follow this procedure, you will be docked for the time you were absent, however, you will still have your leave time available for future use.
16. **Time Off Units:** Administrative and staff employees can utilize time off in 7.25 hour or 3.5 hour units. Employees with unusual authorized hours will utilize other time frames as directed by the Timekeeper.
17. **Grace Period:** The University has allowed employees to utilize 1 hour of leave in order to attend medical appointments or to conduct personal business, provided this privilege is not abused or that a pattern does not develop. You are not required to make this time up. You are required to submit a Same Day Request Form when you utilize the grace period. You are required to swipe in/out when you arrive and leave work. The grace period cannot be combined with an employee's lunch hour or break time.
18. **Attending Class During the Work Day:** If you have obtained the approval of your supervisor, Dean, Area Vice President and Human Resources to attend a class during the regular workday, you are required to swipe in/out when you leave to attend class, when you return from class, and when you leave and return from lunch.
19. **Leaves of Absence:** You do not need to report your Leave of Absence to the Timekeeper. The Human Resources Office will notify Payroll of your leave and your pay will be adjusted and your time off entered into the system.