

MONMOUTH UNIVERSITY

POLICIES AND PROCEDURES

Policy Name: Time and Attendance System – Facilities Management Employees

Original Issue Date: October 1999

Revision Date(s): January 2007

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Issued by: Patricia Swannack
V.P. for Administrative Services

Approved by: President & Cabinet

POLICY:

1. In order to comply with Federal and New Jersey State law, all employees paid on an hourly basis are required to document their work hours by utilizing the Time and Attendance system and by swiping in/out at the designated data collection device as set forth in this Policy.

DEFINITIONS:

1. **Time Reader:** A data collection device that is used to record and transmit an employee's work hours.
2. **Swiping In/Out:** Employees paid on an hourly basis are required to swipe in and out at the data collection device to which they are assigned.
3. **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.
4. **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.
2. **New Employees:** Facilities Management employees will be enrolled in their respective departments by the Timekeeper.
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. **Overtime:** The Time and Attendance System will calculate overtime automatically.

5. **Review of Hours Worked/On-line Timecard and Time Detail Report:** All employees may review their hours worked during the pay period. We strongly recommend that you review your punches on a daily 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.
6. **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.
7. **Scheduled Time Off:** A Time Off Request Form must be submitted prior to taking the time off for scheduled vacation. Only submit 1 form per event. Please maintain a hard copy for your records. The Department Head will approve and submit to the Timekeeper.
8. **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 to report your absence before the start of your workday. You will receive a confirmation number. Please maintain this number until you have been paid. This is the only number you should call to report absences. 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 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.
9. **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 in the University Sick Leave policy and respective Collective Bargaining Agreements. Sick time cannot be used to attend funerals of non-family members or perform other personal-type events.
10. **Going Home Sick/Personal Emergency:** If you report to work and must leave due to a personal illness or for some other emergency, you must notify your Department Head and complete the Absentee Call Out Sheet. If you have accrued time available, you will be paid accordingly.
11. **Absence on the Last Day of the Pay Period:** If your absence occurs on the last day of the pay period, i.e. Wednesday, a doctor's note must be date stamped and placed in the Sick Note Box on the Time & Attendance Coordinator's office door. You must submit your request no later than 12 noon Thursday or within 1 hour when you return to work. (The first day of the new pay period.) The quick submission is necessary in order to comply with time frame required to process payroll.
12. **Time Off Units:** Facilities Management, Police and some other employees can utilize time off in 8 hour or 4 hour increments only.
13. **Attending Class During the Work Day:** If you have obtained the approval of your supervisor, 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.

14. **Leaves of Absence:** You do not need to report your Leave of Absence to the Timekeeper. The Human Resources Office will notify the Timekeeper of your leave and your pay will be adjusted and your time off entered into the system. You must submit a copy of your physician's release to the Timekeeper **prior** to returning to work.
15. **No-Fault Attendance Policy:** The No-Fault Attendance Policy will be applied when infractions occur and points assigned as set forth in the Policy.