



POLICY: I:29 AIM Timecard for Pay  
Procedure Review: Annually

DATED: December 2009  
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APPROVED: Executive Director of Facilities and Construction: \_\_\_\_\_

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I. INTRODUCTION

The Facilities Management (FM) payroll assistants, in cooperation with department supervision and the Human Resources Leave Specialist, are responsible for processing hours worked for wage and hours worked, leave time earned and used for classified employees, as reported by the department. The following procedures outline the timekeeping process in FM while maintaining consistency with university policy and federal and state wage hour regulations.

II. PURPOSE

Accurate time and attendance records are required for compliance with the Fair Labor Standards Act (FLSA). FM uses AIM to track timecards to promote environmental stewardship, increase data security, streamline and improve tracking and reporting methods within the department.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Responsible for overall implementation of the procedure.
- B. Directors, Managers, and Supervisors - Responsible for ensuring employees in their department are informed of the procedures and provide necessary oversight to assure integrity of data.
- C. Payroll Assistants – Utilize and follow pay practices as defined to construct accurate pay records. Attempt to identify and correct pay cycle errors for monetary payment.
- D. Payroll Assistants’ Supervisor and Budget Manager - Endorse proper reporting and verification of time records prior to submitting for payroll processing to assure appropriateness of pay in accordance with this procedure.
- E. Employees – Responsible to comply with university policies and departmental procedures related to time and attendance, confirming leave time earned, and overtime is paid correctly for each pay cycle.

#### IV. DEFINITIONS

**AIM Timecards** –A web-based system consisting of separate timecards for all non-exempt employees, whereby access is shared among key FM payroll time editors. Entry of time and attendance activity is executed by the employee or employee’s supervisor, reviewed and confirmed by the payroll assistants, payroll assistant’s supervisor and Budget Manager. Upon review, the additional pay situations are sent to JMU Payroll group for processing within appropriate pay cycle.

**Exempt Employee** - An employee who is exempt from the overtime provisions of the FLSA and is not eligible to be paid overtime by the university. Such positions are normally supervisory, management, and administrative positions, or specialized positions such as faculty members and information technology staff, and must meet the criteria for exemption established by the FLSA. The FLSA status of each position is evaluated using the primary duties and responsibilities of that position and not the working title. For questions and guidance regarding the FLSA status of an employee, contact the HR Consultant.

**Non-Exempt Employee** - An employee who is subject to the overtime provisions of the FLSA and therefore must be paid overtime pay at a rate of not less than one and one-half times the regular rate of pay for hours worked in excess of 40 in a workweek.

**Fair Labor Standards Act (FLSA)** – Establishes minimum wage, hours worked, and overtime pay affecting full and part-time workers. Overtime pay at a rate of not less than one and one-half times the regular rate of pay is required after 40 hours of work in a workweek.

**Overtime Pay**- Monetary compensation for the hours an eligible employee physically worked in excess of 40 hours in a workweek. According the FLSA, the overtime pay rate for eligible employees is not less than one and one-half times the regular working hour rate of pay.

**Designated Employees** – Exempt and non-exempt employees who are required to work during an authorized closing, responding to an inclement weather event, or as deemed necessary because their positions have been designated as essential to JMU operations. Designated employees may be required to work during times outside their normally scheduled hours.

FM supervisors will designate specific employees as essential when responding to situations during authorized closures. For example, specific employees may be designated as essential to operations during inclement weather situations while other employees may be designated essential during heating/cooling, electrical, or plumbing issues.

- Designated employees are paid their regular rate of pay for hours worked.
- Eligible designated full-time employees are paid premium pay for hours worked during authorized closings whether or not the authorized closing is for an entire or partial work shift.
- Work performed on a designated holiday will be paid as premium pay.
- Hours physically worked in a workweek, including hours worked during an authorized closing, will be counted for purposes of determining if overtime pay is warranted for non-exempt employees.

During designated inclement weather closing, FM communicates to HR Leave Specialist to determine the closed hours for the inclement weather event. A memo will be published by HR Leave Specialist to assist FM to determine when premium pay is earned.

**Premium Pay** – Premium pay is pay (not leave) at a special higher rate paid to employees working as a designated employee on any day of the week, including weekends, holidays, or authorized closing outside normal business hours. Premium pay in FM is for non-exempt staff and is calculated as one-half

(1.5) times the employee's regular working hourly rate of pay. Premium pay is not to be counted as overtime pay. Wage employees can earn premium pay only when working as a designated employee during an inclement weather event, or designated events. In the event Recognition Leave is granted by the president, this time will then be considered just like a holiday and premium pay will be earned during this time.

**Work week** – Seven consecutive 24-hour periods. JMU's regular work week begins 12:01 a.m. Sunday and ends at 12:00 a.m. the following Saturday.

## V. PROCEDURE

1. The FM employee, supervisor, or Manager enters hours and proper codes onto each individual employee time record. Once entry is completed for the calculation, the supervisor can approve time for employees either daily or weekly. If a supervisor has entered their own time, the Manager over that Supervisor, Assistant Director, or Director is to approve timecards for them. If a supervisor is out, then it is up to Assistant Supervisor, Manager, Assistant Director, or Director to approve all employee hours. Once an Assistant Supervisor, Supervisor, Manager, Assistant Director, or Director has approved time cards, the records are locked from entering any additional hours/time for employees by the supervisor. If there are changes to the pay hours or billable hours, the supervisors will contact the Payroll Assistant via an e-mail to state the correction(s) with for the timecard with date, leave type, and hours for an individual(s).
2. As employees' time is approved by an Assistant Supervisor/Supervisor/Manager/Director, then Payroll Assistants verify the accuracy of data entered (i.e., fields are complete and codes correspond, etc.) Once data has been reviewed by Payroll Assistants, Payroll Assistants Supervisor and the Budget Manager reviews the data for accuracy.
3. Payroll Assistants generate the overtime and premium pay report (sent to University Payroll group) based on the following:
  - a. The FM electronic time and attendance system calculates and converts applicable overtime and premium pay based off codes used on timecards. Payroll Assistants verify calculations for accuracy.
    - i. Overtime leave benefit is no longer available to FM employees. If an employee had a balance on the books at the end of the conversion period (November 3, 2018), that balance will remain on books until utilized by an employee or the employee terminates employment at which time the balance will be paid.
    - ii. Compensatory leave time is available to classified non-exempt employees for a year after date earned, Compensatory leave time has been eliminated effective 1/12/2025 and is no longer able to be earned.
    - iii. Exempt employees may, under certain circumstances, earn compensatory leave time for hours worked (hour for hour) on inclement weather events as stated in university policy [#1303](#).
  - b. Overtime pay and Premium pay hours are forwarded in an e-mail report to a payroll representative for entry to the JMU payroll system after being signed off by Accounting Supervisor and reviewed by Budget Manager.

4. The Payroll Assistants review electronic timecards for leave earned and exhausted by comparing to PeopleSoft (MyMadison) entry. Leave is either deducted or added to the employee's existing balance through PeopleSoft entry. If discrepancies occur with leave from the timecard system to PeopleSoft (MyMadison), the Payroll Assistant works with the supervisor of employee to resolve discrepancy.
  
5. AiM timecards are maintained by the JMU IT staff.

## Attachment "A"

### Payroll Codes/Process Cheat Sheet Classified

**H** – Holiday – Will need to be populated into each classified employee timecard for each date designated by the University. If any hours are worked by classified employees during designated holiday, then Employee will enter OT time for those hours. All President-granted leave is now considered holiday.

**PP**- Premium Pay- Pay earned at a higher rate (one and half times pay) for hours worked outside normal shift when physical work hours have not exceeded 40 hours (FSLA rules).

**STD** – Short Term Disability - Up to the first seven days associated with STD (more likely five working days) will need to have leave associated with it. For the first seven days, the time type will need to be some leave type that employee has available to them in MyMadison other than STD (WP-STD will need to be in the notes on timecards). Once the seven day is complete, the type of time will need to be STD. The leave types may not be known until HR receives the information from the employee. Once time is entered into MyMadison, FM payroll will adjust the timecards to reflect the correct leave type taken if different from what supervisor has entered.

**ST** - Sick - If employee calls in sick, then employee should use sick leave if available, if not then other leave (except community service and bereavement leave) will need to be used and noted on timecard in notes area as "sick".)

**LWOP** – Leave without pay would be used if an employee is approved absence without pay in excess of 14 calendar days. See JMU policy [1319](#) for specifics.

**TL** – Time loss – Occurs when the amount of total leave taken exceeds the total amount earned. If an employee calls in and has no remaining leave, they would be in time loss. Supervisors may also grant time loss by a request and are responsible for conveying the details to Human Resources as soon as the time loss occurs. The employee's check will be adjusted to reflect the decrease in hours paid.

**OT** – Overtime – Used for all hours worked outside normal shift. Employees must have physically worked 40 hours within a workweek to receive OT. Once the system recognizes they have worked 40 physical hours, each hour thereafter will be recorded as overtime pay (1.5 times their regular working hour rate of pay).

**PP-A, OT-A, & CE-A** – Codes are for FM Payroll use only. These codes are used for adjustments for OT and PP that failed to be submitted in the correct cycle. **These are for Payroll corrections only.**

#### Weather Codes:

**N** – No Work while University Closed - University closed due to weather and no work performed.

**Pre-scheduled leave for essential employees during university closing** – If an essential employee is scheduled off prior to inclement weather, they will be given "N" time instead of using leave if University is closed. If an essential employee calls in the day of event, then they will need to use leave.