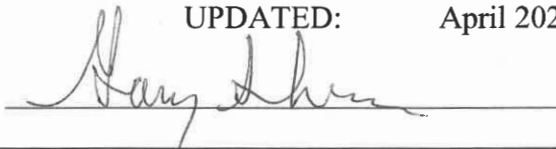


POLICY: I:29 Electronic Time and Attendance System
Procedure Review: Annually

DATED: December 2009
UPDATED: April 2024

APPROVED: Executive Director of Facilities and Construction:



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). Facilities Time Cards is an electronic time and attendance database utilized 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 before authorizing leave accrued or issue 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

Electronic Time and Attendance System – An interactive 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's supervisor, reviewed and confirmed by the payroll assistants, their supervisor and Budget Manager. Upon review, data is uploaded accordingly by the HR Leave Specialist.

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 Human Resources 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.

Overtime Leave – The FLSA establishes employees of a public (governmental) agency, such as JMU, may receive, in lieu of cash payments for overtime compensation, overtime leave at a rate not less than one and one-half hours for each hour worked for which overtime compensation is required by this section. Overtime leave is no longer available for FM employees. If an FM employee was active in this benefit prior to 11/3/18 and has leave on the books, that leave will remain on the books until used or paid out if terminated. Wage employees are not eligible for overtime leave. For more information regarding the university's overtime leave program, see [JMU Policy 1303](#).

Compensatory Leave - Leave that is hour-for-hour for time worked beyond the required hours in a workweek in which no more than 40 hours are actually worked. This may happen when an employee has used annual, sick or compensatory leave during the workweek. Eligible exempt and non-exempt employees will be granted compensatory leave when required to work inclement weather day. Wage employees are not eligible for compensatory leave.

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 or if the University remains open during an inclement weather or other event. 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 granted compensatory time for hours worked during authorized closings up to the maximum number of hours of their normal work shifts whether or not the authorized closing occurs during the employee's regularly scheduled work shift and whether or not the authorized closing is for an entire or partial work shift. (See [JMU Policy 1303](#) or DHRM [Policy 3.10, Compensatory Leave](#).)
- 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 those times the University remains open and designated FM employees are to receive premium pay (outside of normal scheduled shift), FM documents the beginning and ending dates and times during which premium pay is to be granted. This documentation should be provided to Payroll Operations Manager, HR Consultant, and HR Leave Specialist.

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.

Workweek – Seven consecutive 24-hour periods. JMU's regular workweek begins 12:00:00 a.m. Sunday and ends at 11:59:59 the following Saturday, with the exception of those employees whose workweek is designated differently.

V. PROCEDURE

1. The FM Manager or Supervisor enters hours and proper codes onto each individual employee time record. Once time entry is completed for the calculation period, the supervisor will approve all employee leave time. If a supervisor has entered their own time, the Manager over that Supervisor, Assistant Director, or Director is to approve time cards for them. If a Supervisor is out, then it is up to Manager, Assistant Director, or Director to approve all employee hours. Once a 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 hours, supervisors will contact the Payroll Assistant to un-approve a timecard for individual(s) or to enter additional time. If it is past the ending date of the calculation period, the supervisor should send an e-mail to the Payroll Assistant stating the correction(s) with the timecard for an individual(s).
2. As employee's time is approved by a Supervisor/Manager/Director, then payroll is open to Payroll Assistants. 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, their Supervisor

and the Budget Manager reviews the data for accuracy. Payroll Assistants will then post the time cards. Once timecards are posted they cannot be altered.

3. Payroll Assistants generate the leave report (sent to HR Leave Specialist) overtime and premium pay report (sent to University Payroll group) based on following:
 - a. The FM electronic time and attendance system calculates and converts applicable overtime, premium pay, and compensatory leave 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), then that balance will remain on books until utilized by employee or the employee terminates employment at which time that balance will be paid.
 - ii. Compensatory leave time is available to classified non-exempt employees.

Earning compensatory leave for non-exempt employees:

 1. When leave time is used in a calculation week and an employee has not physically worked in excess of 40 hours, compensatory leave is earned.
 2. Compensatory leave is earned, as declared in the I:28 FM Inclement Weather policy, when a designated employee works their normally scheduled shift during authorized closing.
 - 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.
 - iv. Non-exempt full-time employees who are scheduled to work on a holiday or are called in on a holiday will earn Premium Pay in lieu of their regular rate of pay. If holidays consist of a full week (such as Thanksgiving or Winter break) then if the employee works any hours within that pay week (Sunday – Saturday), they will be paid as premium pay. During weeks with designated holiday or recognition day granted by university president, Premium Pay will be earned for any hours worked outside normal shift during these weeks.
 - b. Compensatory leave is sent by an e-mail notification to the HR Leave Coordinator. The HR Leave Specialist enters the approved time into PeopleSoft (MyMadison) leave buckets as identified on the e-mail notification.
 - c. Overtime pay and Premium pay earnings are forwarded in an e-mail report to a payroll representative for entry to payroll system.
4. The Payroll Assistants and HR Leave Specialist 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. The Timecard system is web-based and backed-up on a weekly basis by campus IT staff.

Attachment "A"

Payroll Codes/Process Cheat Sheet Classified

H – Holiday – Automatically populated into each classified employee timecard for each date designated by the University. Holiday entry is un-editable by Supervisor and can only be removed and/or adjusted by Payroll Assistants. If any hours are worked by classified employees during designated holiday, then Supervisors will enter PP time for those hours. All President-granted leave is now considered holiday.

PP - Premium Pay- Automatic pay earned at a higher rate for hours worked during holiday (whether called in or requested to work.) When it is over Thanksgiving break, there could be a Saturday and Sunday that could be paid this way. Example: 11/22/21 (Monday) – 11/26/21 (Friday) was all considered holiday for an FM employee, if an employee works any hours 11/21/21 (Sunday) – 11/27/21 (Saturday), then that employee is paid as PP. If holiday is granted for full week, then that entire pay week (Sunday – Saturday), if employee worked any hours, will be entered as PP. `During weeks with designated holiday or recognition day granted by the university president, Premium Pay will be earned for any hours worked outside normal shift during these weeks

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, time type will need to be some other leave type (that employee has available to them in MyMadison) than STD (WP-STD will need to be in the notes). Once the seven day is complete, the type 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 make adjustments in the time sheet system to reflect the correct leave type taken if different from what supervisor has entered.

WC – Workers' Compensation - When an employee has an instant of this workers' compensation, they must use some type of leave for the first seven days and have WC in the notes. If workers' compensation is approved, an employee may receive leave back if off 21 calendar working days (the first seven days of leave). WC should not be used as a leave code type but should be added in notes.

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 request, and are responsible to convey 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 beyond 40 within the work week. 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).

CE – Compensatory Earned - Used for compensatory time earned when a designated full-time employee who has not physically worked in excess of 40 hours works their normally scheduled shift. This is not a code available to Supervisors for entry. It is generated by system processing calculations for week and will be earned the day that the employee physically worked more than their schedule shift.

Weather Codes:

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

W – Weather - University is closed and the employee is deemed essential will be paid comp for all hours worked during normal work schedule. These hours count toward physical hours worked for overtime.

X – Inclement Weather - Hours outside of normal work shift that an inclement weather essential employee works during inclement weather. These hours are paid as Premium Pay. Applies to wage and classified employees.

DT – Down Time - Hours of rest outside of normal shift during inclement weather paid as Premium Pay to an inclement weather essential employee. Applies to wage and classified employees.

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.