



# **Southeastern Louisiana University Timekeeping Policy**

Revised December 4, 2012 (a)

**LEO TimeCentre 2000e**

# **Southeastern Louisiana University Timekeeping Policy**

**The information contained in this manual does not supersede or override Southeastern Louisiana University's Employee Handbooks, the State Civil Service Rules, the University of Louisiana System Rules and/or the Fair Labor Standards Act. Should any Timekeeper or Supervisor have any questions regarding employee policy issues, they should contact Human Resources located at North Campus, Building D, Extension 2001.**

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## **Need Help?**

If you have any questions about LEO TimeCentre 2000e, please contact:

Payroll Office

Extension 3801

Or e-mail at: [timeinfo@selu.edu](mailto:timeinfo@selu.edu)

## **Or visit LEO TimeCentre 2000e Website:**

Access Southeastern Louisiana University Home Page at <http://www.selu.edu>.

Click on LeoNet at the bottom of the Home Page.

Click on TimeCentre 2000e and then scroll to the bottom of the list and

Click on Timekeeping Policy.

# **Section One**

## **Who Is Responsible?**

It is the policy of Southeastern Louisiana University to comply with applicable laws that require records to be maintained of the hours worked by our employees. This is a multi-faceted task that requires Southeastern employees to work together to ensure payroll is paid accurately and timely. The following is a brief description of the various levels of responsibility for timekeeping.

### **Internal Auditor's Responsibilities**

The Internal Auditor is responsible for:

- Reviewing the Employee Exceptions Reports and preparing a report for University Administration.
- Periodically checking to ensure that all offices/departments are maintaining payroll documentation in an appropriate manner.
- Alerting University Administration of any irregularities in documentation and record keeping.
- Alerting University Administration of any consistent problems with missing Supervisor Sign-off or employee Certification.

### **Payroll's Responsibilities**

The Payroll Department is responsible for:

- Compensating each employee according to the information entered into LEO TimeCentre 2000e.
- Employees being compensated according to current regulations and procedures and on the correct pay date.

### **Supervisor's Responsibilities**

Departmental Supervisors are responsible for:

- ***Ensuring that the Hiring Process is completed correctly.*** A new or continuing employee cannot be paid unless the hiring process has been completed properly. The Supervisor is responsible for ensuring that all personnel information needed by the Human Resources Office (or the Financial Aid Office in the case of Student Workers) is provided in order to enter a new or continuing employee into LEO TimeCentre 2000e in a timely manner. The Supervisor must inform the Timekeeper of any new employee's classification or status, and any changes in classification and status of continuing employees. Contact the Human Resources Office for information on the hiring process. Contact Financial Aid for information regarding the hiring process of Student Workers.

- ***Determining an official work schedule for each employee.*** Official work schedules are to be determined by the needs of the department or the services provided by the department. Supervisors should designate an official work schedule for all full-time employees in order to provide a system of accounting for and taking leave. Part-time employees should also be assigned a work schedule so that leave can be accounted for. Changes in staff work schedules must be on file with the Human Resources Office and the Payroll Office. Intermittent Workers can be scheduled as needed by the Supervisor.
- ***Training new employees on LEO TimeCentre 2000e.*** Supervisors must make sure that all new employees are trained on LEO TimeCentre 2000e. New employees need to have a clear understanding of clocking policies and how to clock in and out (if they are required to), how to fill out a Missed Punch Log and Employee Exceptions Log, and how to certify their time sheet.
- ***Appointing a primary Timekeeper and a secondary Timekeeper.*** All departments are required to have a primary Timekeeper and a secondary Timekeeper at all times. Timekeepers cannot be a Student Worker or a Graduate Assistant. It is the responsibility of the Supervisor to ensure that Timekeepers are properly trained on LEO TimeCentre 2000e, and the department should notify the Human Resources Office and Payroll Office to request training when a new Timekeeper is appointed.
- ***Approving or Denying Employee Exceptions Log for Overtime and Leave Requests.*** All employee requests for overtime must be pre-approved by the Supervisor. It is the Supervisor's responsibility to approve or deny these requests via the Employee Exceptions Log. If due to time restraints, or if the Supervisor is located in a different building than the employee, or if the Supervisor allows, it is permissible for employees to use e-mail to request additional time or leave time. The employee sends requests by e-mail to the Supervisor, with a duplicate of the e-mail sent to the Timekeeper. The Supervisor replies by e-mail to the employee, sending a duplicate to the Timekeeper, who then attaches the request and approval or denial to the Employee Exception Log.
- ***Ensuring that employee Time Sheets are complete and correct.*** It is the Supervisor's responsibility to ensure that the Timekeeper has entered all timekeeping information correctly for all employees. Supervisors should encourage Timekeepers to do exceptions to Time Sheets daily rather than waiting until time sheets are due for Payroll. This spreads out the workflow more evenly and prevents mistakes or omissions created by time pressures. Supervisors are responsible for the accuracy of time sheets, and that all employee scheduled work time is accounted for. Supervisors are required to initial the Missed Punch Form on the day that the missed punch is logged on the form or promptly upon their return. Supervisors should periodically

review the Missed Punch Log for employees who consistently miss punching in or out. Supervisors are also responsible for ensuring that all Southeastern policies concerning the various classifications of employees in their department are met regarding to eligibility for leave, use of leave, overtime, and the type of compensation for overtime.

- ***Ensure that Supplemental Timesheets are submitted in a timely manner.*** It is the Supervisor's responsibility to forward to the appropriate Vice President, through the appropriate chain of command, any supplemental timesheets for the time adjustments to the previous pay periods where the time is beyond two pay periods back.
- ***Ensuring that employee Time Sheets are ready for Payroll in a timely manner.*** Supervisors and Timekeepers should develop a checklist and/or timeline to ensure that all employee time sheets are processed and ready for Payroll on time. It is the Supervisor's responsibility to ensure that time sheets are certified by their employees in a timely manner and electronically signed off by the Supervisor in a timely manner. If the employee works in another department, the Home Department Supervisor must fax a copy of the employee's time sheet to the Supervisor of any other departments the employee works in. The Supervisors in the other departments must review the time sheet and initial them as correct or note any errors and fax them back to the employee's Home Department Supervisor, who may then electronically signoff. Any discrepancies in time sheets noted by employees or Supervisors are to be corrected before scheduled deadlines:

<http://www.selu.edu/admin/controller/payroll/index.html>.

Click on the appropriate calendar for the current fiscal year. The lack of certification or Supervisor signoff does not stop payment, but may result in an error in the employee's paycheck.

- ***Ensuring that correct documentation of employee time records is maintained for a minimum of 3 years.*** Supervisors must ensure that Timekeepers keep all payroll processing documentation for no less than three (3) years. These documents include, but are not limited to:
  - Employee Exceptions Log
  - Missed Punch Log
  - Supporting medical documentation
  - Subpoenas
  - Civil Service test-taking documentation
  - Military Orders
  - Funeral Leave documentation
  - Documentation authorizing official closure due to acts of God

These documents must be made available at all times upon the request of authorized personnel.

## **Timekeeper's Responsibilities**

Timekeepers, in meeting Southeastern's requirements for a Timekeeper, cannot be a Student Worker or a Graduate Assistant. Timekeepers are responsible for:

- ***Keeping the secondary Timekeeper updated.*** The primary Timekeeper should inform the secondary Timekeeper of any changes in policy or procedures in payroll processing or LEO TimeCentre 2000e. The primary Timekeeper also ensures the secondary Timekeeper is kept informed of any change in staff. The secondary Timekeeper then can step into the role of primary Timekeeper should it become necessary.
- ***Ensuring that all record retention requirements are met.*** The Timekeeper keeps on file all payroll processing records for review by authorized personnel. These records must be kept for a minimum of three (3) years. These documents include, but are not limited to:
  - Employee Exceptions Log
  - Missed Punch Log
  - Supporting medical documentation
  - Subpoenas
  - Civil Service test-taking documentation
  - Military Orders
  - Funeral Leave documentation
  - Documentation authorizing official closure due to acts of God
- ***Maintaining the Missed Punch Log.*** Any hourly employee who misses punching in or out for any reason must record the missing punch on the Missed Punch Log maintained by the Timekeeper. It is the Timekeeper's responsibility to ensure that all missed punches are logged timely. The Timekeeper is required to post the missed punch and initial the Missed Punch Form when the time has been corrected. The Timekeeper attaches the Missed Punch Log to the Employee Exceptions Logs for each pay period, and keeps all documents on file for a minimum of three (3) years.
- ***Maintaining the Employee Exceptions Log.*** The Employee Exceptions Log is maintained in the custody of the Timekeeper at all times. The Timekeeper is responsible for ensuring the Log is correctly documented, initialed by the employee and has the Supervisor's approval. If due to time restraints, or if the Supervisor is located in a different building than the employee, or if the Supervisor allows, it is permissible for employees to use e-mail to request additional time or leave time. The employee sends requests by e-mail to the Supervisor, with a duplicate of the e-mail sent to the Timekeeper. The Supervisor replies by e-mail to the employee, sending a duplicate to the Timekeeper, who then attaches the request and approval



or denial to the Employee Exception Log, and maintained for a minimum of three (3) years.

- ***Making all changes to employee time sheets and ensuring that the time sheets are accurate.*** The Timekeeper is responsible for having complete and accurate time sheets ready for Payroll within the scheduled deadlines.

<http://www.selu.edu/admin/controller/payroll/index.html>.

Click on the appropriate calendar for the current fiscal year. The Timekeeper is responsible for ensuring that each employee's scheduled work time is accounted for correctly. The Timekeeper enters all changes and/or corrections to each employee's time sheet according to the Employee Exceptions Log and the Missed Punch Log completed by the employee. The Timekeeper should enter leave time and overtime to employee time sheets on a daily basis, spreading the workflow more evenly throughout the pay period. This will also help the Timekeeper to eliminate mistakes and omissions created by time pressures. Timekeepers will be responsible for maintaining Employee Exceptions Logs for 9-month Faculty, Graduate Assistants, Resident Assistants, and Lecturer employees in their department, and forwarding them on to the Payroll Office by the appropriate deadlines.

- ***Ensuring that employees certify Time Sheets and correcting any discrepancies in a timely manner.*** The Timekeeper notifies all employees with missing certifications. The Timekeeper makes corrections to time sheets marked not approved by employees and/or the Supervisor in the certification process. Payment of payroll is not stopped if an employee fails to certify a time sheet or a Supervisor fails to electronically signoff before scheduled deadlines, but this could result in an error in the employee's paycheck.
- ***Informing Supervisors when employee Time Sheets are ready for electronic Signoff within scheduled deadlines.*** Timekeepers must monitor Employee Certification and keep the Supervisor informed of those employees who have approved their time sheet so that the Supervisor can electronically signoff on them. Payment of payroll will not be stopped if the Supervisor is not available by the deadline to electronically signoff on employee time sheets, but if there is an error on the time sheet it could result in an error in the employee's paycheck. Supervisors are required, as soon as possible, to signoff on all employee time sheets once they have been approved by the employee.
- ***Acting as primary contact person between the department and Payroll.*** The Timekeeper is the primary person who works with the Payroll Office, gathering any information payroll may need.

## **Employee Responsibilities**

All employees are required to:

- ***Account for all scheduled work time.*** All hourly employees are required to clock in and out at a LEO TimeCentre Time Clock or use the LEO TimeCentre eTime Clock on an authorized work station on campus or at an approved off-campus work site. Employees are not allowed to clock in or out from home or any other unauthorized location. IP addresses on eTime Clock punches shall be closely monitored, and any employee who clocks in or out from an unauthorized location shall face disciplinary action. Punching in or out from unauthorized locations will be considered payroll fraud, which is grounds for immediate termination. Any exceptions to this rule must first be approved in writing by the appropriate Vice President, and must be on file in the Human Resources Office prior to any employee clocking in or out from home. No employee is permitted to clock in or out for another employee. Excessive tardiness or absenteeism may result in disciplinary action. Faculty and unclassified salaried staff are not required to clock in or out.
- ***Complete a Missed Punch Log if any punch in or out is missed.*** Any employee who fails to clock in or out at the scheduled time must notify their Timekeeper and indicate the correct time in or out on the Missed Punch Log. The missed punch should be logged immediately after the occurrence or upon returning to work. Continuous failure to clock in or out on a LEO TimeCentre Time Clock or eTime Clock may result in disciplinary action.
- ***Complete an Employee Exceptions Log for any variation from normal work schedule.*** All employees must receive pre-approval from their Supervisor for any additional time worked or leave time taken. Sick leave taken (other than for routine medical visits) must be submitted immediately upon return to work. Routine medical visits should be scheduled in advance. Employees should always notify their Supervisor as soon as possible when they are unable to report to work at their scheduled time, in accordance with departmental policy. All requests must be recorded on the Employee Exceptions Log and initialed by the employee. If due to time restraints, or if the Supervisor is located in a different building than the employee, or if the Supervisor allows, it is permissible for employees to use e-mail to request additional time or leave time. The employee sends requests by e-mail to the Supervisor, with a duplicate of the e-mail sent to the Timekeeper. The Supervisor replies by e-mail to the employee, sending a duplicate to the Timekeeper, who then attaches the request and approval or denial to the Employee Exception Log. Timekeepers may not make any changes to an employee's time sheet until the Supervisor has approved the request.
- ***Certify Time Sheets in a timely manner.*** In an effort to comply with applicable State laws, Southeastern requires all employees to certify their time sheets for accuracy. Employees shall review their time sheets and

approve or disapprove them before the scheduled deadline. Employees are encouraged to review and certify their time sheet as soon as possible after notification. Employees should receive notification as soon as the pay period has officially ended. The lack of certification will not disrupt payment, but may result in an error in payment. Continuous failure to certify time sheets may result in disciplinary action.

# **Section Two**

## **Southeastern Employees**

All employees, when the hiring process is complete, are informed of their initial employment classification and status (as exempt or non-exempt according to the Fair Labor Standards Act). Any employee who changes positions during employment at Southeastern as a result of promotion, transfer, or demotion, will be informed by the Human Resources Office of any changes in classification or status. Department Supervisors shall keep Timekeepers informed of the classification and status of any new employees, or any changes with continuing employees. The following is a list of the classifications of Southeastern Employees, along with a brief description of overtime and leave policies for each type. Supervisors and Timekeepers should contact the Human Resources Office for further clarification regarding particular employees.

### **Paid Overtime**

Employees who are eligible to earn paid overtime must have prior approval from their Supervisor before working overtime. Supervisors shall also give employees as much advance notice as possible when an employee is required to work beyond their normal work schedule. Only those hourly employees who are in the Non-Exempt status earn paid overtime at the rate of time and one-half (1-1/2) of their regular hourly pay. Hourly Exempt employees may earn paid overtime at a rate equal to their regular hourly pay. **Next level Supervisor approval is required for any request for paid overtime.** Supervisors must have the funds available in their budget in order to authorize paid overtime for any employee. Subject to the provisions in the Civil Service Rules and requirements of federal laws and regulations, any employee who is required to perform overtime duty may, at the option of the University, be credited with compensatory leave in lieu of paid overtime. Overtime and compensatory leave is only earned in 15-minute increments.

### **Classified Non-Exempt Employees**

Classified Non-Exempt employees are hourly employees who are required to clock in and out to document hours worked. These employees are compensated at the rate of time and one-half (1-1/2) their regular rate of pay for all hours worked over forty (40) hours (excluding any paid or unpaid leave taken) in a seven-day work period, in accordance with the Fair Labor Standards Act. These employees may earn Compensatory Overtime (KOE) in lieu of paid overtime at the rate of time and one-half (1-1/2) the number of hours worked over forty (40) hours in a seven-day work period. When the total time worked (paid work time and paid leave time) exceeds forty (40) hours, these employees will receive Straight Overtime (SOT) at a rate equal to their regular rate of pay. Classified Non-Exempt Employees must actually work more than forty (40) hours in order to qualify for Overtime (OT) at

the time and one-half (1-1/2) rate. Classified Non-Exempt employees on Job Appointments, Probational or Permanent Appointments earn annual leave, sick leave, and other applicable types of leave, as long as they meet the necessary qualifications. Classified Non-Exempt employees on Restricted Appointments do not earn leave.

### **Classified Exempt Employees**

Classified Exempt employees are hourly employees who are required to clock in and out to document hours worked. In compliance with applicable federal wage and hour laws, Classified Exempt employees are compensated at their regular rate of pay for all hours worked over forty (40) hours per week. They may earn Compensatory Straight Time (KSE) in lieu of paid overtime, at a rate equal to the number of hours worked outside their normal work schedule. Classified Exempt employees on Job Appointments, Probational Appointments, or Permanent Appointments earn annual leave, sick leave, and other applicable types of Leave, as long as they meet the necessary qualifications. Classified Exempt employees on Restricted Appointments do not earn leave.

### **University Police (207K Plan) Employees**

University Police (207K Plan) are 12-hour shift, classified, non-exempt hourly employees who must clock in and out to document hours worked. These employees are compensated for overtime at the rate of time and one-half (1-1/2) their regular rate of pay for all hours worked over eighty-six (86) hours in a fourteen-day work period, in accordance with applicable federal wage and hour laws. University Police (207K Plan) may earn Compensatory Overtime (KOE) in lieu of paid overtime at a rate of time and one-half (1-1/2) the number of hours worked over eighty-six (86) hours (excluding any paid or unpaid leave time taken) in a fourteen-day work period. Classified Non-Exempt employees (including University Police 207K Plan) on Job Appointments, Probational Appointments, or Permanent Appointments earn annual leave, sick leave, and other applicable types of leave, as long as they meet the necessary requirements. Classified Non-Exempt employees on Restricted Appointments do not earn leave.

### **12-month Unclassified Staff/12-month Department Head/12-month Faculty Employees**

12-month Unclassified Staff, 12-month Department Heads, and 12-month Faculty (Librarians) are salaried employees who are not required to clock in or out. These employees are considered exempt according to the Fair Labor Standards Act, and can only earn Compensatory Straight Time (KSE) at a rate equal to the number of hours they work over forty (40) hours in a seven-day work period. 12-month Unclassified Staff, 12-month Department Heads, and 12 month Faculty earn annual leave, sick leave, and other applicable types of leave, as long as they meet the necessary requirements.

## **9-month Faculty/Graduate Assistant/Resident Assistant/Lecturer Employees**

9-month Faculty, Graduate Assistants, Resident Assistants, and Lecturers are salaried employees who are not required to clock in or out. They are considered exempt according to the Fair Labor Standards Act. They are not eligible to earn overtime or compensatory leave. If they meet requirements, 9-month Faculty may earn sick leave. Graduate Assistants, Resident Assistants and Lecturers do not earn sick leave or any other type of leave. The departmental Timekeeper will maintain the Employee Exceptions Log for these employees, and forward it along with supporting documentation to the LEO TimeCentre 2000e Payroll Office by the appropriate deadline for payroll processing.

## **President/Provost/Executive Assistant to the President/Vice Presidents/Assistant Vice Presidents/Deans/Athletic Director/Assistant Athletic Director/Associate Athletic Director/Coaches/Assistant Coaches/Director of the Library**

The President, the Provost, the Executive Assistant to the President, Vice Presidents, Assistant Vice Presidents, Deans, the Athletic Director, the Assistant Athletic Director, the Associate Athletic Director, Coaches, Assistant Coaches and the Director of the Library are salaried employees who are exempt from earning overtime or compensatory leave for working over forty (40) hours per week. Please refer to the Unclassified Employee Handbook for more information.

## **Student Workers**

Student Workers are hourly employees who must clock in and out to document hours worked. These employees, according to applicable federal wage and hour laws, may not earn compensatory leave, annual leave, sick leave, or any other type of leave. The total amount of hours Student Workers may work are limited to twenty (20) hours in a seven-day work period during the semester, and forty (40) hours in a seven-day work period between semesters. If a Student Worker works over forty (40) hours in a seven-day work period, the Student Worker must be compensated at the time and one-half (1-1/2) rate in accordance with the Fair Labor Standards Act.

## **Classified Restricted, Non-Exempt and Exempt Employees**

Classified Restricted employees are hourly employees who must clock in and out to document hours worked. They do not earn any type of leave including compensatory leave.

**Non-Exempt Classified Restricted Employees** may receive paid overtime at a rate of time and one-half (1-1/2) their regular rate of pay for all hours worked over forty (40) hours in a seven-day work period.

**Exempt Classified Restricted Employees** may receive paid overtime at a rate equal to their regular rate of pay for all hours worked over forty (40) hours in a seven-day work period.

### **Unclassified Hourly Part-time Employees**

Unclassified Hourly Part-time Employees are hourly employees who must clock in and out to document hours worked. They are not eligible to earn compensatory leave, annual leave, sick leave, or any other type of leave. Examples of Unclassified Hourly Part-time Employees include: CMS Instructors, Tutors, Lifeguards, Aerobic Instructors, Research Assistants, and intermittent staff used at Registration.