### TIMEKEEPING

#### Policy

It is the policy of UT Health San Antonio that all employees keep an accurate record of time and leave. This policy is also to ensure full compliance with the recordkeeping requirements established by the *Fair Labor Standards Act* (FLSA).

All exempt and non-exempt employees are required to submit a timesheet to reflect hours absent from work. In addition, certain provisions apply for timekeeping by non-exempt employees. Supervisors are responsible for verifying and assuring compliance with this policy.

#### Definitions

Definitions pertaining to this policy can be found in the *Handbook of Operating Procedures* (HOP), Section 4.1.2, “Definitions.”

#### Applicability

This policy applies to all faculty, administrative and professional (A&P), fellow, student employee and classified employees of UT Health San Antonio.

#### Accuracy of Timekeeping Records

Each employee is responsible for ensuring that his or her timesheet is accurate and complete. Failure to report leave and/or falsifying a time record may result in disciplinary action for the employee, supervisor, and/or the department timekeeper.

In the event of an error in reporting time, employees must immediately report the problem to the department timekeeper for correction.

#### Timekeeping For Non-Exempt Employees

All non-exempt employees are required to record time worked and leave taken on a daily basis. This includes overtime, compensatory time, vacation, sick, and personal time.

Each non-exempt employee must sign his or her timesheet to certify the accuracy of all time recorded. Timesheets for non-exempt employees must be submitted at the end of each workweek for approval.
If the employee’s department does not utilize an electronic timekeeping system, the employee must record all time using the standard UT Health San Antonio Timesheet for Non-Exempt Employees.

Each exempt employee must complete a monthly timesheet to indicate any leave taken (i.e. compensatory time, vacation, sick, and personal time); or, to indicate that no leave was taken.

If the employee’s department does not utilize an electronic timekeeping system, the employee must record all time using the approved department timecard for exempt employees.

Exempt employees are not required to indicate time in or time out on their timesheet. If an exempt employee is tardy or fails to meet other attendance standards, the time should not be deducted from the employee’s leave balances.

Each exempt employee must sign his or her timesheet to certify that it is accurate. Exempt timesheets must be submitted at the end of each month for approval.

Submitted timesheets must be approved by the employee’s supervisor or designated approver. Department timekeepers are responsible for reviewing and approving employee timesheets before submitting for processing.

**Supervisor Responsibilities**

Supervisor responsibilities regarding timekeeping for all employees include the following:

1. Ensure departmental attendance guidelines are adhered to by all employees (e.g. scheduling, tardiness, timekeeping, overtime authorization, etc.).

2. Ensure guidelines are administered in an equitable and consistent manner.

3. Promptly review and respond to employee leave requests.
4. Ensure that employees have sufficient leave balances to cover any approved leave.

5. Ensure the accuracy and completion of employee timesheets.

6. Approve timesheets in a timely manner.

Department Timekeeper Responsibilities

1. Assist in the collection of completed timesheets in a timely manner.

2. Retain copies of approved timesheets in accordance with the retention schedule.

3. Assist with corrections in timekeeping records as needed.