

Policies of the University of North Texas	Chapter 5
05.053 Time and Attendance/Leave Records	Human Resources

Policy Statement. The University is under the jurisdiction of the Fair Labor Standards Act (FLSA) and the Texas Government Code (TGC) and must comply with all the rules and regulations promulgated thereunder, including the requirement to maintain attendance and leave records on each employee. Department officials are encouraged to appoint departmental time clerks who will be responsible for time-keeping records for a specific unit, department, or subdivision.

Application of Policy. All Faculty and Staff

Definitions. None

Procedures and Responsibilities.

1. Time and Attendance Records: The University is under the jurisdiction of the Fair Labor Standards Act (FLSA) and the Texas Government Code (TGC) and must comply with all the rules and regulations promulgated thereunder, including the requirement to maintain attendance and leave records on each employee. Under the Section 661.908 of Texas Government Code, the University is required "to keep a record of the vacation and sick leave accrual and absences of each employee, and the reasons therefore, whether from sickness, vacation, or leave of absence without pay. Such records shall be available for public inspection." And, the FLSA requires that detailed time records be maintained on all covered non-exempt staff members, including the hours worked each workday and the total hours worked each workweek [Section 615.2(a)(7)]. Also, hours worked and absences from work by a staff member must be recorded to insure the staff member's receiving proper payment for hours actually worked or for leave entitlements. To this end, department officials are encouraged to appoint departmental time clerks who will be responsible for time-keeping records for a specific unit, department, or subdivision thereof.

2.Records: Time and attendance records must be maintained on each faculty and staff member by use of the following forms (must be completed in ink or typed):

2.1 Staff Application for Approval of Leave Form (UPO-15): This form must be initiated whenever a regular staff member requests or uses leave with or without pay, or when a regular staff member must work overtime. This form is usually initiated prior to the date the leave or overtime is requested; however, in emergency situations (sick leave, etc.), this form is to be promptly submitted subsequent to the date the leave is requested (used). Additional documentation may be required to be attached to the UPO-15, i.e. jury summons, physician's statement, military orders, etc. The UPO-15 must be signed by the employee, the departmental official with authority to approve leave, and if applicable, other administrative officials.

2.2 Faculty Application for Approval of Leave Form (VPAA-150): This form must be initiated whenever a regular faculty member requests or uses leave except sick leave with or without pay.

2.3 Faculty Sick Leave Reporting Form (VPAA-151): This form must be initiated by the employee or departmental timekeeper when a faculty member requests sick leave. Absences greater than 3 days requires supporting documentation that is acceptable by the department head/chair.

2.4 Hourly Employee Time Card Form (UPO-23): This form must be maintained by the department for each hourly paid employee to record the hours and days worked. The UPO-23 must be signed by both the staff member and the supervisor, certifying that the hours reported are correct. The number of hours worked during a pay period and recorded on the time card are transferred to a computer-printed timesheet, which is forwarded to the Payroll Office and which generates a check for an hourly employee. Time clocks may be used in lieu of this form, but the time clock card must be signed by both the employee and the supervisor, certifying that the time punched on the card is correct.

2.5 Regular Staff Member Time Card Form (UPO-24): This form must be maintained to record the hours and days worked and absences for each regular non-exempt salaried staff member and each exempt, Teacher Retirement System - only eligible staff member. The UPO-24 must be signed by both the staff member and the supervisor certifying that the hours worked and leave reported are correct. Leaves of absences and overtime worked reported on the Application for Approval of Leave/Overtime Form (UPO-15) must also be reported on this form. Time clocks may be used in lieu of this form, but the time clock card must be signed by both the staff member and the supervisor, certifying that the time punched on the card is correct.

2.6 Vacation, Sick, and Compensatory Leave Accrual Form (UPO-25): This form must be used in the department to maintain a staff member's vacation, sick and compensatory leave accruals, hours utilized, and balances by the month for the fiscal year. Form UPO-25 requires certification at the end of each fiscal year by both the staff member and the appropriate department official.

2.7 Monthly Vacation and Sick Leave Hours Utilized Report (Staff Only): This form is computer-generated and is sent to every department each month. The departmental time clerk must report all vacation and sick leave hours authorized by each staff member during the period indicated, and must return the form to the Human Resources Department. The Human Resources Department will maintain computerized vacation and sick leave records for the purpose of verifying the leave accruals, leave taken, and leave balances maintained in each department.

2.8 Quarterly Vacation and Sick Leave Report (Staff Only): This report is also computer-generated and sent to each department on a quarterly basis at the end of November, February, May, and August of each year. The purpose of the report is to enable the departmental time clerk to compare departmental leave balances to the leave balances

shown on the report. Any discrepancies must be brought to the attention of the Records Section of the Human Resources Department. Errors are to be corrected and all parties notified.

2.9 Monthly Sick Leave Hours Utilized Report (Faculty Only): This form is computer-generated and is sent to all academic departments each month. It is similar to the Hours Utilized Report for Staff mentioned in 2.6 above.

2.10 Quarterly Sick Leave Report (Faculty Only): This report is for faculty members and is similar to the Quarterly Report for staff mentioned in 2.7 above.

2.11 Payroll Reduction of Pay Notice: This form will be used to report to Payroll all of the hours not worked or covered by paid leave by employees, which will be deducted from their subsequent payroll check.

3. Time and Attendance Records Upon Termination: Upon the termination of a staff member the departmental time clerk should complete the staff member's time card (Form UPO-23 or UPO-24), obtain the staff member's signature, and verify the individual's last day on the payroll. If the person terminating is a regular employee, the time clerk must also complete the individual's Vacation, Sick and Compensatory Leave Accrual Form (UPO-25) and report any leave taken on the Monthly Vacation and Sick Leave Hours Utilized Report.

4. Records Retention: All time and attendance records must be retained for audit for a period of five (5) years.

References and Cross-references.

Texas Government Code, Section 661.908

Approved: 5/1/1983

Effective:

Revised: 5/83; rev.8/95; 8/98; 7/02

*5/11 format only