Payroll Time Reporting

Policy/Procedure

Dickinson College (the "College") makes available an automated timesheet submission system through Banner Self Service to record time worked for the purpose of: 1) collecting the data necessary to pay employees accurately and timely; 2) tracking compliance with appropriate governmental regulations; and 3) maintaining the required supporting documentation. Based on the circumstances surrounding employment, certain non-exempt employees may submit hardcopy timesheets or timesheets through a time clock system. All bi-weekly and student employees who are not exempt under the Fair Labor Standards Act (FLSA) are required to report hours via timesheets as detailed below.

Employees who are in the FLSA 'non-exempt' status are required to use timesheets to record their arrivals and departures from work each scheduled workday. Timesheets must also record absences from work (paid and unpaid) and provide the basis to allocate an employee's pay to multiple jobs (labor distribution).

Employees who are full-time and are in an 'exempt' FLSA status ordinarily are scheduled to be paid eighty (80) hours per semi-monthly period, unless they move into an unpaid leave or disciplinary status in accordance with College policy. Each exempt employee's supervisor is responsible for reviewing, approving, and reporting any paid time off for that exempt employee. Exempt employees are not required to submit timesheets.

Accurate and contemporaneous reporting of employee time and attendance is the responsibility of the employee and his/her immediate supervisor. A non-exempt employee must assume responsibility for accurately reporting his/her hours on a daily basis. The supervisor is responsible for reviewing, approving, and reporting all hours worked and any paid time off for that non-exempt employee. Employees may enter time only for themselves and only from locations approved by their supervisor. Employees and/or supervisors found improperly reporting time and attendance information are subject to disciplinary action up to and including termination and recovery of the improperly-reported wages.

Manager and Supervisor Responsibilities

- Being familiar with the College's policies which govern hours worked, meal periods, overtime pay, and premium pay for shifts, weekends, and on call as defined in the appropriate employee handbook and any other applicable documents.
- Informing all employees of the importance of adhering to the College's policies and departmental practices as they relate to time worked.
- Reviewing pay reports regularly and correcting any erroneous or missed entries on a timely basis.
- Reviewing and approving time worked, leave time and overtime in accordance with the College's bi-weekly and/or student pay calendar.

- Reviewing, approving and sending to Payroll any manual time sheets no later than the due date noted on the bi-weekly and/or student pay calendar.
- Signing and approving pay reports.
- Maintaining work and leave records for all exempt employees assigned to the department.

Employee Responsibilities

- Reporting all time worked by using Banner Self Service, TimeClock Plus or another method as approved by the appropriate supervisor (non-exempt).
- Providing the appropriate supervisor with advance notice for all leave.
- Adhering to College policy and departmental rules relating to time and attendance.
- Reporting promptly any discrepancies between hours worked and pay received to the appropriate supervisor or Payroll.

Related Information

Student Employment: Overview (Student Resources)
Compensation (Student Resources)
Employee Status (HR)
Policy Prohibiting Improper Pay Deductions for Salaried Exempt Employees (HR)
Overtime (HR)
Direct Deposit Policy
Payroll Check Distribution Policy
Repayment of Overpaid Wages

History/Revision Information

Responsible Office/Division: Financial Operations

Effective Date: October 2012

Last Amended Date:

Next Review Date: Annually in June

Also Found In: