

To: **Supervisors of Non-exempt Employees**

From: **Finance and Administration**

Subject: **Recording of Time Worked and Leave Taken**

Date: **May 6, 2019**

This is a reminder about supervisors' responsibilities regarding timekeeping policies and procedures. You have an important role in ensuring that your employees are paid correctly and that UMW remains in compliance with state and federal regulations. Thank you for your attention to this important matter.

MyTime is the system of record for all time and attendance tracking and reporting. Tracking time and attendance "off record" is prohibited.

Supervisors are required to:

- Review timecards for accuracy and completeness
- Add missing punches
- Review and approve or decline leave requests
- Resolve unexcused absences on employee timecards, either with approved leave or by adjusting the schedule in MyTime
- Approve Timecards by UMW's established deadlines

Timecard Approvals

It is the supervisor's responsibility to ensure their employees' timecards are accurate and approved by UMW's established deadlines in order for Payroll to meet its processing deadlines. [UMW's established deadlines](#) for MyTime are shown on the UMW website and supervisors are sent system generated emails reminding them of upcoming deadlines.

The timecard approval certifies that all hours worked and leave taken for the pay period are accurately reflected on the timecard. ***Inaccurate reporting or approval of inaccurate records in MyTime may be considered falsification of records and subject to disciplinary action.***

Requesting Leave

Employees may use the method below for determining the amount of leave necessary to fulfill their Monday through Sunday work week or schedule period requirement.

Number of Hours Required to Work per Week or Schedule Period*(generally 40 for non-exempt employees)

Less Holiday Hours **

Less Hours Worked

Equals the Total Amount of Leave Needed to Satisfy the Work Week or Schedule Period Requirement

** Unless the employee is designated essential and required to work on the holiday

Flexing the Work Week to Avoid Earning of Compensatory or Overtime Time

Per Virginia's Department of Human Resources Management and UMW policy:

- Overtime hours must be *authorized in advance by the supervisor*
- Worked only for exceptional requirements of an emergency or temporary nature
- Occur only when management believes required work cannot reasonably be expected to be completed within the regular work schedule.

Examples: snow removal, fire, catastrophic event, or special events for which schedule adjustments are not possible within the workweek. See [UMW Overtime Compensation Policy E.3.2 for Non-Exempt Employees](#) for more information.

Employees working additional hours at the beginning of the Monday through Sunday work week can have their *work schedule* adjusted at the end of the work week to avoid **working** overtime. This is both acceptable and fiscally prudent.

Supervisors are not permitted to change an employee's punches to prevent the earning of overtime. Once the employee has worked the overtime hours, they must be compensated with overtime pay or overtime leave.

Substituting Work Hours for Annual Leave

An employee taking approved annual leave during the week could also be required to work additional hours in the work week or on their scheduled day off. ***With the approval of the employee,*** the supervisor can substitute the hours of annual leave with the additional hours worked; reducing or eliminating the amount of annual leave being used. **This practice is appropriate as long as both the employee and the supervisor agree.** If they both agree, the employee should cancel the original time off request and create a new time off request with less annual leave taken.

Adjustment of Sick Leave

Supervisors should be cautious when changing the type of leave requested, by an employee, after supervisor approval. It is not acceptable for approved sick leave requests to be changed to compensatory leave ***without the employee's permission.*** The use of sick leave is limited in its application. Compensatory leave is flexible and can be used by the employee for a variety of reasons. If

the employee agrees to have their approved sick leave reduced, the employee should cancel the original time off request and create a new time off request with less annual leave taken.

Emergency Closings in MyTime

The emergency closing pay code is populated on timecards based on each employee's schedule in MyTime and the University's official closing time. Emergency closing time is used to cover the employees' absence during the official closing and cannot be used to cover other absences, later in the work week or schedule period.

Additional information and instruction manuals for MyTime can be found on the [Payroll website](#). UMW Human Resources policies regarding time and attendance are on [Board Docs](#), and the Commonwealth's Department of Human Resource Management's (DHRM) policies are on [DHRM's website](#). Contact Human Resources at [Paula Wilder](#) or Payroll at payroll@umw.edu if you have questions.

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