

SECTION: Human Resources
SUBJECT: Employment Hiring Process – Time Reporting Process Documentation
APPLIES TO: All Regular Staff Members (Excludes Temporary Employees)

Time Reporting Process Overview

The objective of the time reporting process is to ensure timesheets or monthly attendance reports properly reflect hours worked and exception time taken.

Time Reporting Process

Activity	Responsibility	Reference/Comments
<p>Regular staff member complete and sign timecard either online or hard copy by the appropriate date per University policy (or departmental policy, if applicable). If staff member is unavailable to complete their timecard, then the supervisor should complete this activity.</p> <p>All employees complete time online with the exception of a few appointments (i.e. some Executive Officers, some direct reports.)</p>	<p>Department – staff members</p>	<p>SPG 518.1, Payroll Controls</p> <p>Fleming Business Services (FBS) will send one notification reminder for payroll entry; designated approver will follow up with staff members who do not enter time.</p>
<p>Review and approve timesheet or electronic entry by the appropriate date per University policy (or departmental policy if applicable). Where applicable, sign timecard and submit to Fleming Business Services (who will retain timecards).</p>	<p>Department - staff member’s supervisor (or designate in their absence)</p>	<p>Approver should be someone who can determine appropriateness of time reported and someone other than the employee.</p> <p>Timecard should not be given back to employee after approval signature is documented.</p> <p>Pay dates and associated deadlines and delivery dates can be accessed at: http://www.finance.umich.edu/finops/payroll/forms/cutoffsdeadlines.</p>
<p>Where applicable, enter approved hard copy timesheets into HRMS M-Pathways. FBS designate (someone other than timekeeper) submits final approval.</p>	<p>FBS - Timekeepers</p>	<p>Person entering timesheets should not enter their own time.</p> <p>Pay dates and associated deadlines and delivery dates can be accessed at: http://www.finance.umich.edu/finops/payroll/forms/cutoffsdeadlines.</p>

<p>Ensure exception time recorded follows the applicable exception time SPG policy and procedures.</p> <p>Contact FBS for assistance if needed.</p>	<p>Department - staff member's supervisor (or designate in their absence)</p>	<p>SPG 201.03, Funeral Time SPG 201.06, Call Back Pay SPG 201.11-0, Sick Time Pay SPG 201.26, Holidays SPG 201.26-1, Season Days SPG 201.27, Emergency Closing SPG 201.29, Jury and Witness Pay SPG 201.30-0, Leaves of Absence 201.31, Lunch Periods SPG 201.36, On Call Pay SPG 201.55, Shift Premium SPG 201.71, Withholding of Services SPG 201.33, Military Reserve Duty Pay SPG 201.64-0, Vacation</p>
<p>Ensure overtime recorded follows the applicable SPG policy and procedures or union contract.</p>	<p>Department - staff member's supervisor (or designate in their absence)</p>	<p>SPG 201.38, Overtime</p> <p>Department administrative heads of operating units or their authorized representative are responsible for the scheduling and approval of overtime before overtime work is performed. Staff members may not authorize or certify their own overtime.</p>
<p>Run the "Reported Time" report before University payroll is run to ensure all time has been entered into the system. Notify department supervisor with any variances/ corrections needed.</p>	<p>FBS - Timekeeper</p>	

<p>If corrections are needed post-pay cycle for staff members who complete their time electronically, the staff member should adjust their applicable online timesheet for the date that needs correction by typing in the hours or time reporting code that needs to be changed and notify supervisor. The elapsed time page should be approved online by the supervisor and the adjustments will be processed with the staff member’s next scheduled payroll.</p> <p>If corrections are needed post-pay cycle for staff members who complete their time via hardcopy, they should adjust hardcopy timesheet, have their supervisor approve and submit to FBS. FBS will enter changes and submit final approval.</p>	<p>Department – staff member and supervisor (or designate in their absence)</p> <p>FBS - Timekeeper (for hardcopy changes)</p>	
<p>Ensure all approved time is verified by comparing the gross pay register with the time sheets and “Reported Time” report.</p>	<p>FBS – Timekeeper</p>	

Other related information:

Key Contacts:

- Contact FBS for time and labor access questions.
- Contact FBS for any concerns.
- For University HR assistance contact FBS.

Related Standard Practice Guides:

- In accordance with [SPG 501.10, Policy on Effort Certification](#), employees must accurately certify to the percentage of effort devoted to sponsored projects or more than one functional activity.
- In accordance with [SPG 201.52, Rest Periods](#), there will normally be a rest period which may be taken at a time and place and in a manner which does not interfere with the efficiency of the department. The rest period will be with pay and will not exceed 15 minutes for each 4 hours of work. The rest period is intended to be a recess to be preceded and followed by an extended work period. Consequently, it may not be used to cover a staff member’s late arrival to work or early departure, to extend the lunch period, nor may it be regarded as cumulative if not taken.
- In accordance with [SPG 201.67, Work Schedules](#), work schedules are determined on the basis of the needs and requirements of each unit and are designed to: provide orderly and efficient service, provide regularly recurring consecutive hours of work where practicable and avoid overtime.

- In accordance with [SPG 201.46, Personnel Records - Collection, Retention and Release](#), the collection, availability and disclosure of the contents of personnel files is governed by regulations established by the University and applicable laws. The Faculty and Staff Records Office, the Medical Center Staff Records Office and the custodian of personnel files or records in various departments, schools, colleges or other University offices are subject to these regulations.
- Refer to [SPG 604.01, Department Record Retention For Business and Financial Records](#), to determine the proper record retention period relating to the job posting process.

Record of Revisions:

Date of Issue	Description of Change	Page(s) Affected	Approved By
8/1/2007	Original template created	All	
8/9/2011	Modified to reflect FBS process.		
1/3/2012	Updated for FY2012 Certification – added oversight control regarding review of Time and Labor Queries	2	
11/8/2012	Updated for FY2013 – revised post pay cycle correction process; updated pay deadline links	1 & 3	
1/15/15	Time & Labor queries	3	
1/18/16	Updated instructions	1,3	
09/2017	Updated department name (Fleming Business Services).	All	
08/2018	Added language about union contracts when following overtime procedures.	2	

Document Owner: Fleming Business Services (FBS) supported departments and FBS

Administrative Owner: FBS