

Michigan Medicine HR-Payroll
Punch and Web Clock Timekeeping Standards
Effective 9/9/18; Last review and update 9/10/19

I. STATEMENT

The Michigan Medicine Payroll Office has created this document to establish time reporting standards for Regular and Temporary staff utilizing Punch and Web Clock time collection.


II. PURPOSE

Time reporting standards support efficient auditing of reported time and pay as well as compliance with U-M pay and leave time policies and The Fair Labor Standards Act (e.g. overtime pay).

III. DEFINITIONS AND TERMINOLOGY

A. Exception Pay vs. Positive Pay

- a. Exception Pay Staff (regular employees) are paid based on their combined standard hours for active jobs in the system. Any adjustments to the base Standard Hours is initiated by reporting Exception Time such as OTP (overtime), OTR (over appointment regular) or ETW (excused time without pay) which will either pay above Standard Hours or deduct from Standard Hours paid.
- b. Reporting hours that “reduce” from REG, or become a part of the Standard Hours such as PTS (paid time off scheduled), or additional REG (regular worked hours) in the case of part time staff, will not change the pay from what the Standard Hours will pay out.
- c. Positive Pay Staff (temporary employees) are paid based on reported time. Temporary staff do not have Standard Hours on their appointment; every minute reported will pay.

B. Exceptions (errors) on the Timesheet: An exception (error) can be identified on a timesheet by a clock with a red exclamation mark in the lower right-hand corner . Exceptions will not allow the system to process *any* punched or reported time on that day until that exception is resolved.

C. Exception Time: An exception to an employee’s standard work schedule and/or appointment Standard Hours. Paid Time Off (PTO) and Overtime Pay (OTP) are examples of Exception Time.

D. Incremental Minutes: When punching a clock (virtual or physical), it is expected that staff will not be punching in/out at the exact shift start and stop times. This inevitably affects the totals for the day and week, and causes them to be slightly different than the actual total minutes/hours worked. It is an expectation that this will occur within a certain range of time in relationship with the actual start and end times. That range is defined as being no more than 5 minutes and 59 seconds. For regular staff, no action is required as a result of the incremental minutes under 6 minutes unless employee pay needs to change due to working more or less than their standard hours. For Temporary staff, adjustments to REG totals *are* required on the timesheet to reflect the actual hours worked and what should pay.

E. Lunch Break: A paid or unpaid period of time, typically used for eating a meal. An unpaid lunch break must be an uninterrupted period of time of 30 minutes or more where the employee is NOT performing any work nor are they expected to perform any work during the break period. A paid lunch break is 20 minutes in length.

F. Regular staff: Employees appointed to a regular position at U-M that has standard hours.

G. Standard Hours: The number of hours an employee has on active appointment/s. For example, a full-time employee has standard hours of 40 per week, or 1.0 FTE, and a part-time employee may have standard hours of 20 per week, or .5 FTE.

H. Temporary staff: Employees appointed to a temporary position at U-M that does not have standard hours. Temporary staff are all considered non-exempt in regard to overtime pay.

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- I. **Time Collection Device:** Two devices are available, depending on if the department is utilizing the punch clock or web clock system.
 - a. Punch utilizes a physical time clock attached to a wall, usually located near the employees' work location. At the start and end of a shift, employees swipe their U-M ID cards at a punch clock to punch in/out. The in/out punches flow through to the Punch timesheet in M-Pathways, generating Regular (REG) hours.
 - b. Web Clock requires employees to log in to their Employee Self-Service page in M-Pathways via the Wolverine Access webpage to punch a virtual clock. Employees may sign in on their own work computer, or a computer within their department may be designated for this task. The in/out punches flow through to the Punch timesheet in M-Pathways, generating Regular (REG) hours.

- J. **Timesheet Page:** The Timesheet page in M-Pathways is where all punched time and exceptions can be viewed, by pay period. The Timesheet page is available in two views. static
 - a. **Punch Timesheet view:** A vertically-aligned view of the timesheet. This view of the timesheet can be used to view in/out punch times by an employee that cannot be seen on the Elapsed Timesheet view.

The screenshot displays the Michigan Medicine HR-Payroll Timesheet interface. At the top, there are sections for 'Leave Balances' and 'Distribution'. The 'Leave Balances' section shows: Vacation: 0.634, Sick/OTB: Extended 100%, Family Care: Extended 66.67% (560.000), and Extended 50% (1056.000). The 'Distribution' section shows: Stnd Hrs/Wk: 40.00, Hourly Rate: 16.770000, Workgroup: PAFSCME1, and Paygroup: BWC. Below these are navigation options like 'Previous Period' and 'Next Period', and a 'View By' dropdown set to 'Calendar Period' with a date of 07/29/2018. The 'Reported Hours' are 115.766. The main table is titled 'From 07/29/2018 to 08/11/2018' and contains the following data:

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Time Collection Device ID	Combination Code	Date		
	Sun	7/29	Approved				PDT - Personal Discretionary Time	8.000			7/29		
	Mon	7/30	Approved	7:57:13AM		8.500	REG - Regular		CW1-102ENV		7/30		
			Approved		4:27:16PM		REG - Regular		CW1-102LSS		7/30		
	Tue	7/31	Approved	7:57:28AM	4:26:39PM	8.483	REG - Regular		CW1-102ENV		7/31		
	Wed	8/1	Approved	7:55:35AM	4:26:20PM	8.516	REG - Regular		CW1-102ENV		8/1		
	Thu	8/2	Approved				PTS - Paid Time Off Scheduled	3.500			8/2		
			Approved	8:00:00AM		4.950	REG - Regular		CW1-102ENV		8/2		
			Approved		12:57:22PM		REG - Regular		CW1-102ENV		8/2		
	Fri	8/3	New								8/3		
	Sat	8/4	Approved				OTR - OverAppt Regular 1.0	8.000			8/4		
			Approved	8:00:00AM		8.450	REG - Regular		CW1-102ENV		8/4		

- b. **Elapsed Timesheet view:** A horizontally-aligned view of the timesheet. This view of the timesheet displays the total number of hours punched for the pay period, displayed as REG on the far right of the page. Additionally, the total number of exception hours reported by an approver is displayed. Reporting exceptions on multiple days, such as a week of PTO time, is easiest in this view.

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Actions ▾ Earliest Change Date 08/26/2018

Leave Balances		Std Hrs/Wk: 40.00	Distribution 1 of 1 First Last	
Vacation:	PTO: 0.634	Hourly Rate: 16.770000	Combo Code	Pct
Sick/OTB:	Extended 100%:	Workgroup: PAFSCME1	1 203421	100.000
Family Care:	Extended 66.67%: 560.000	Paygroup: BWC		
	Extended 50%: 1056.000			

Missing Time? N Near Vac / PTO Max? N

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 07/29/2018 🔄

Reported Hours 115.766 Print Timesheet Punch Timesheet

Punch Time has been reported for this date range. Use the "Punch Timesheet" link to view the time.

From Sunday 07/29/2018 to Saturday 08/11/2018														Total	Time Reporting Code	Type	Combination Code
Sun 7/29	Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11				
													7.200	7.200	OTP - Overtime 1.5	Hours	
					8.000									8.000	OTR - OverAppt Regular 1.0	Hours	
8.000														8.000	FDT - Personal Discretionary Time	Hours	
			3.500											3.500	PTS - Paid Time Off Scheduled	Hours	
	8.500	8.483	8.516	4.950		8.450	8.466	8.516	8.483	8.500	8.466		7.733	89.066	REG - Regular	Hours	

IV. CLARIFICATIONS AND ASSUMPTIONS

A. Regular Employees

Regular employees are paid based on standard hours associated with any active regular appointment/s at UM. This method of generating pay identifies them as Exception Paid. Exception Paid employees are automatically paid their standard hours, even if no reported time is entered into the timesheet and approved. Only reported exceptions will adjust pay from standard hours. Regular time (REG) generated by punching does not change pay for Exception Paid employees. Primary Approvers/Delegate Approvers must report all exception time for employees who use Punch or Web Clock.

B. Temporary Employees

Temporary employees are paid based on all hours punched/reported. This method of generating pay makes them Positive Paid, meaning every minute generated by punching will pay. Temporary employees do not have Standard Hours associated with their appointment. This sometimes results in the need to manually report negative (-) REG hours on the timesheet when the employee worked their schedule, but the incremental minutes under 6 minutes per punch are not actual time worked.

C. Department Attendance Policy

Departments will maintain their own attendance policy which dictates the expectations of each staff member, including the Supervisor/Manager approving employee time. The attendance policy should be specific about what is expected of staff and management to maintain appropriate records and to ensure accurate pay, as well as consequences for not meeting expectations. HR Business Partners can assist with creating and maintaining a sufficient attendance policy at the department level.

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V. RELEVANT GUIDELINES AND POLICIES

A. University Standard Practice Guidelines

- a. Payroll Controls <http://spg.umich.edu/policy/518.01>
- b. Holiday <http://spg.umich.edu/policy/201.26-0>
- c. Funeral <http://spg.umich.edu/policy/201.03>
- d. Jury Duty <http://spg.umich.edu/policy/201.29>
- e. Shift Premium <http://spg.umich.edu/policy/201.55>
- f. Overtime <http://spg.umich.edu/policy/201.38>
- g. Sick Pay <http://spg.umich.edu/policy/201.11-0>
- h. Call Back Pay <http://spg.umich.edu/policy/201.06>

B. Michigan Medicine Policies

- a. Paid Time Off <http://www.med.umich.edu/i/policies/umh/04-06-010.html>
- b. Emergency Closing Policy <http://www.med.umich.edu/i/policies/umh/04-06-011.html>

C. Collective bargaining agreements

- a. <https://hr.umich.edu/working-u-m/my-employment/union-contracts-wage-schedules>

VI. PUNCHING STANDARDS

- A.** Employees are expected to punch in and out within 5 minutes 59 seconds of their scheduled shift start and end times (less than 6 minutes)
- B.** Exception time (PTS, ETW, OTP, etc.) is reported to the 1/10, of an hour (.1) starting at 6 minutes beyond the scheduled shift start and end times in accordance with the Tenths Chart at the bottom of this document
- C.** Each in/out punch is evaluated separately
 - a. Examples of evaluating punches separately:
 - i. Employee punches in at 6:05am with a shift start time of 6am, no Exception time is reported
 - 1. Punching in five minutes late may have consequences in accordance with the department attendance policy, but no exception time should be reported
 - ii. Employee punches in at 6:06am with a shift start time of 6:00am .1 PTO or No Pay is reported
 - iii. Employee punches out at 5:06pm with a shift end time of 5pm, the employee MUST be paid an additional .1 at the appropriate rate (OTP, OTR, etc.)
 - iv. Employee punches out at 5:04pm with a shift end time of 5pm, no Exception time is reported
- D.** If an employee punches in early or punches out late by more than 5 minutes 59 seconds without authorization, they MUST be paid for that time whether they worked it or not
 - a. After paying the employee, the Supervisor is required to address each incident through performance management up to and including disciplinary action
 - i. Be sure to document all conversations and actions taken

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- E. The FLSA allows for some rounding to occur based on the shift start and end times in relationship with the punched in and out times, as long as it does not result in benefiting the employer over the employee over time
 - a. Michigan Medicine’s standard is to round punches to the scheduled start and end time as long as the punch is no more than 5 minutes 59 seconds beyond the scheduled start and end time
- F. Employees must accurately choose the “in” or “out” punch designation on the time clock or web clock each time they punch
 - a. Employees must also choose the correct Record Number or job if they have multiple active jobs in the system set up for punch/web clock
 - i. In order to display multiple jobs on the clock, each Job (record number) needs to have a TCD group assigned in the Maintain Time Reporter Data page
- G. Each department must have a written attendance policy in addition to the Punch Standards Guideline which includes, but is not limited to:
 - a. Expectations for working beyond a scheduled shift
 - b. Expectations for punching in/out in accordance with employee schedules
 - c. Expectations for lunch breaks, including if staff are to punch in/out for lunch and what to do if they aren’t able to take their uninterrupted unpaid lunch
 - d. Expectations for employees when punches are missed
 - e. Any disciplinary action plans if expectations are not met
- H. U-M is required by law to pay non-exempt staff for all hours worked and maintain accurate records which are retained for 7 plus the current fiscal years
- I. Supervisors must hold employees accountable in order to ensure expectations are met
 - a. Maintaining set expectations will support accurate time reporting and pay

VII. LUNCH BREAK STANDARDS FOR PUNCH

- A. A paid lunch break is 20 minutes or less in length
- B. An unpaid lunch break is 30 minutes or longer and must be uninterrupted, where no work is performed or expected to be performed by the employee
- C. Employees should punch out/in for unpaid lunch breaks
- D. If employees are unable to punch out/in for unpaid lunch breaks, Approving Supervisors will need to:
 - a. Require employees to sign a log whenever they do NOT take their expected unpaid lunch break so they can be paid for that time
 - i. Keep lunch log records for 7 plus current fiscal years (requirement)
 - ii. Be sure employees are educated about the expectations and there is documentation that the employee was given the departmental expectations and attendance policy
 - b. Temporary Employees ONLY: Report (-) REG on the timesheet in M-Pathways to offset punched time for the unpaid lunch breaks (Temps are paid for every minute punched)

VIII. TIME REPORTING AND APPROVAL STANDARDS FOR REGULAR STAFF

- A. The Punch view of the Timesheet page in M-Pathways will reflect the in/out punches created by employees using a physical time clock (KABA) or using the electronic Web Clock functionality on the Employee Self Service page in M-Pathways

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B. Each day on the timesheet will show the total time punched with the REG (regular work) Time Reporting Code assigned to the total Reporting Code assigned to the total

Below is an example of an employee who worked 8 hours in day and took (1) hour lunch break, totaling 9 hours.

From 03/11/2018 to 03/24/2018 ?

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Time Collection Device ID	Combination Code	Date
	Sun	3/11	New								3/11
	Mon	3/12	Approved	7:45:32AM	4:46:12PM	9.016	REG - Regular				3/12

The employee did not punch in/out for their lunch break, so the total hours for the day shows as 9 hours [8 hours worked plus (1) hour lunch break].

Reminder: Because this is a regular staff member (Exception Paid), the extra REG hour for lunch will not affect pay. This is because pay for Exception Paid staff is based on standard hours and unless exception time is reported (e.g. ETW or OTP) the employee will be paid their standard hours.

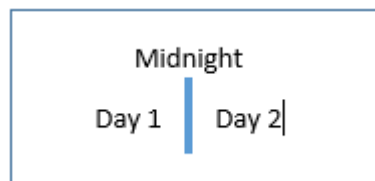
- C.** In/out punches on the timesheet should not be manually altered, deleted or changed for any other reason except the following:
- a. Employee missed a punch, e.g. (did not punch in at the beginning of their shift or out after their shift ended)
 - i. In these cases, the Approving Supervisor will need to gather documentation from the employee regarding the missed punch; a paper timesheet record showing actual start and end time for the day they missed a punch for
 - ii. The Approving Supervisor will then manually enter the missed punch into the Timesheet and include a comment to document the reason for the manual entry
 1. Do not include sensitive information in the comment field as comments cannot be deleted once submitted
 - iii. Approving Supervisors holds the employee accountable in accordance with their departments Attendance Policy
 - iv. If an employee is off-sight for a day for Hospital Business, University Business, or Union Business, report the code on the timesheet; there is no need to manually enter punches for this situation.
 - b. Employee punched in or out twice consecutively, causing an exception (error) on the timesheet
 - i. If employee punches in or out twice consecutively, the Approving Supervisor will delete the extra in or out punch on the Timesheet

Below is an example of an invalid punch order exception on the Punch Timesheet page. There are two in punches on Tue 4/3 (employee punched in at 5:57:04, and then again 18 seconds later, at 5:57:22). One of the “in” punches will need to be deleted to correct the exception (error). Please note: After the correction is made, the error will clear when Time Admin runs again to process the changes, usually thirty-five (35) minutes after each hour.

	Mon	4/2	Approval In Process			5:45:21AM	3:53:05PM	10.133	REG - Regular	
	Tue	4/3	Approval In Process			5:57:04AM			REG - Regular	
			Approval In Process			5:57:22AM	4:11:10PM	10.233	REG - Regular	

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- c. An Exception was created by the system (e.g. Daylight Savings Exception)
 - i. This exception requires manual manipulation of either the in or out punch, depending on which occurred during the Daylight Savings change over
 - 1. You may refer to the job aid on Daylight Savings located on the Timekeeper Network Website for further detail on how to correct this Exception (error)
- d. Shifts that cross over midnight and are reflected on the incorrect day (see G. below for more details)
- D.** Supervisors/managers are responsible for reviewing all employee timesheets in M-Pathways to verify the hours worked and approve time for each day
 - a. Supervisors/managers are responsible for entering all exceptions on an employee's timesheet in M-Pathways on a newly-added row
 - i. Example: Employee has requested a day off. The supervisor/manager adds a row to the Timesheet, reports PTS (scheduled paid time off) on the appropriate day and approves the reported time
 - ii. Example: An AFSCME bargained-for employee works over their 8 hour shift by 2 hours and is due overtime pay. The Supervisor adds a new row on the day the employee worked over, and reports the OTP time reporting code and appropriate number of hours and approves it
 - 1. The row with the punches is not altered in any way
- E.** Supervisors/managers are responsible for adding and/or adjusting exception time to the tenth of the hour, based on hours worked using the Tenths Chart (see chart at the bottom of this document).
 - b. Example: Employee is 15 minutes late to work. Using the Tenths Chart, add a row and report .2 of exception time (e.g. PTU/PTS, UET/ETW) on that day
 - c. Example: Non-bargained for employee works 6 minutes past the hour at the end of their shift. Per the Tenths Chart, report .1 OTP (overtime premium) if actual time worked for the week is over 40 hours
- F.** Hours worked must be reflected on the day the shift was originally scheduled to start
 - a. If this isn't done accurately then it may create inaccuracies in regards to when overtime pay is due
- G.** Shifts that start at 12:00:00AM (Midnight)
 - a. Midnight is considered the start of a day.



11:00:00PM scheduled start time: all hours worked reported on Day 1

12:00:00AM (Midnight) scheduled start time: all hours worked reported on Day 2

1:00:00AM scheduled start time: all hours worked reported on Day 2

- b. In M-Pathways, hours show on the timesheet on the day the "in" punch is recorded. For employees that have shifts starting at Midnight and who punch "in" prior to 12:00:00AM (Midnight), the hours will show up on the incorrect day on the timesheet (Day 1)

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- i. To correct this issue there are a couple of choices:
 - 1. **Preferred Option:** Educate staff to always punch “in” at or after 12:00:00AM (Midnight); within the 5 minute 59 second range after 12midnight
 - a. The punch “in” should be no later than 5 minutes 59 seconds after the scheduled start time otherwise, it’s considered late and PTO or no pay must be reported
 - b. This option doesn’t require a manual change to the timesheet
 - 2. **Second Option:** manually change the “in” punch to 12:00:00 and record the actual punch “in” time in the comments.
 - a. If the “in” punch was earlier than 5 minutes and 59 seconds before the shift start time, then overtime pay is required reported by the 1/10 of an hour
 - i. Add a row and enter the overtime on the same date in the timesheet to pay them for the early punch
 - b. This is also true if an employee is scheduled to start at 12:00:00AM (Midnight) and they are asked to come in and start work early (i.e. 08:00:00PM)
 - i. The hours for this example should show on Day 2 because their originally scheduled shift start time is 12:00:00AM (Midnight)
 - c. You’ll enter the actual punch “in” time (i.e. 08:02:05PM) in the comments and add any additional codes such as OTP, OTR, ESB, ESA if applicable, in the timesheet

IX. TIME REPORTING FOR TEMPORARY STAFF (differs from regular staff)

- A. The Punch Timesheet page in M-Pathways will reflect the in/out punches created by employees using a physical time clock (KABA) or using the electronic Web Clock functionality on the Employee Self Service page in M-Pathways
- B. Each day on the timesheet will display the total time punched with the REG (regular work) Time Reporting Code assigned to the total
- C. Temporary staff are paid for every minute they punch (Positive Pay)
- D. There is a system rule that will automatically pay any time over 40 hours in the week to Overtime
 - a. The rule counts REG (regular hours worked) and OTR (over-appointment regular) and creates OTP (overtime premium at 1.5 rate) for hours over 40
 - b. OTP created by the rule will show in Payable Time only
- E. Temporary staff should punch out/in for unpaid lunch breaks
 - a. If departments do not require temporary staff to punch out/in for unpaid lunch breaks, approvers will need to utilize one of the following two methods for adjusting punched hours for accurate pay:
 - i. **Preferred Option:** Approvers Deduct the REG hours each day that were not actually worked during the lunch break in addition to the incremental minutes not worked (e. g. 5 minutes before or after the start time and end time of the scheduled shift)
 - 1. Do this by reporting (-) REG hours on the timesheet for each individual week

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- ii. Second method: Make one negative (-) REG adjustment at the end of EACH week of the pay period instead of daily adjustments.
 - 1. This one adjustment includes the unpaid lunch breaks and incremental minutes for each punch that are within the 5 minute 59 second range of the work start and end times

Example: Temporary employee who works (8) hour shifts and takes a (1) hour lunch break. The employee does not punch in and out for lunch.

Sun 3/18	Mon 3/19	Tue 3/20	Wed 3/21	Thu 3/22	Fri 3/23	Sat 3/24	Total	Time Reporting Code
							0.500	OTP - Overtime 1.5
	-1.083	-1.083	-1.083	-1.116	-1.050		-5.415	REG - Regular
	9.083	9.083	9.083	9.116	9.050		45.415	REG - Regular

REG hours punched and incremental minutes not worked must be deducted from the total each day. The image above illustrates the first method, adding negative REG on a daily basis to offset the one (1) hour of unpaid lunch plus incremental time not worked.

Example:

Temporary employee works (8) hour shifts and normally takes a (1) hour lunch. On Monday, the employee worked half of their lunch (.5 hours).

From Sunday 03/11/2018 to Saturday 03/24/2018 ?

Sun 3/11	Mon 3/12	Tue 3/13	Wed 3/14	Thu 3/15	Fri 3/16	Sat 3/17	Total	Time Reporting Code
	0.500						0.500	OTP - Overtime 1.5
	-1.583	-1.083		-1.133	-1.083	-0.066	-4.948	REG - Regular
	9.583	10.083		10.133	10.083	5.066	44.948	REG - Regular

When adjusting worked hours on the day the employee worked half of their lunch, the negative REG adjustment of -1.583 includes incremental time (1.083), .5 unpaid lunch, and .5 worked is reported as OTP due to these hours exceeding 40 hours worked in the week. A row was added and .5 OTP was reported.

*Please note: When reporting OTP for temps, REG must first be deducted from the timesheet, then a new row is created to add the hours back as OTP (overtime). If the REG is not deducted when the OTP is added, the employee will be overpaid.

- E. For questions regarding how to report time for temporary staff, feel free to contact the Michigan Medicine Payroll Office
- F. All minutes/hours worked over 40 in a week must be paid as Overtime Pay for Non-exempt staff in accordance with the Fair Labor Standards Act

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PUNCH & WEB CLOCK FAQs

What if the punch clock is offline? The clock will continue to collect punches until it is back online. Once the clock is back online, the punches which occurred while the clock was offline will be transmitted into the M-Pathways timesheet page.

What if an employee misses a punch? If an employee misses a punch, they should notify their supervisor as soon as possible. The employee submits a note or email to the supervisor notifying them what time they started or stopped working, depending on which punch was missed. The supervisor must then manually enter the missed punch on the Timesheet page, along with a comment that indicates which punch was missed and manually entered. All documentation should be kept for seven fiscal years.

What if an employee loses their badge (punch only)? The employee should notify the supervisor as soon as possible. Additionally, the employee should replace their badge immediately at the [Key ID office](#). Until the lost badge is replaced, the supervisor will manually collect start and stop times for the employee and manually enter their punch times, with comments.

How are new hires or transfers from other departments handled? The department timekeeper or other designated person must set up the new employee in the system with a punch workgroup in the Maintain Time Reporter Data page in M-Pathways, and assign a TCD group (time collection device group) in order for the employee to gain the ability to punch or use web clock.

Reminder: If the employee is punching, do NOT enter additional REG on the Elapsed Timesheet for the same hours worked. This is a misrepresentation of what was actually worked and puts us at risk for being out of compliance and for paying the employee incorrectly.

What if employees have a new supervisor/approver: Whenever a new supervisor is added to Job Data for an employee, the new supervisor will only have access to approve time on the timesheet that was punched or added on or after the effective date of the supervisor change. The previous supervisor or any of their delegates will need to approve any unapproved time prior to that date.

How do new supervisors gain access to approve time? Once a supervisor is added on Job Data for an employee, the supervisor automatically gains access to approve that employee's time. Additional system access is required for running queries or viewing the paycheck and leave data information.

How are new supervisors trained in approving employee time? The Michigan Medicine Payroll Office offers a monthly in-person training course, [Punch and Web Clock Approver Training](#). Registration is available through the class page.

What if employees work overtime without approval? Non-exempt staff are paid for all time worked. Per the FLSA, all hours worked over forty (40) in a week must be reported and paid as overtime time and a half (OTP). In a case where an employee works over without permission, they MUST be paid for the time worked. The supervisor should then address the issue with the employee up to and including disciplinary action.

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What are the functional roles and responsibilities in a Department using punch or Web Clock?

- Employee
 - Meeting all expectations for punching in and out set by this standards document
 - Adhere to department Attendance Policy
 - Notify supervisor of any changes to scheduled shift, such as no lunch or working over
 - Notify supervisor as soon as possible of issues related to punching, timekeeping, or pay
- Approver (Supervisor or Delegate)
 - Ensure the supervisor ID for all staff is reflected correctly in M-Pathways
 - Review punched time (daily is preferred) and approve
 - Enter and approve exceptions (e.g. PTO, Overtime, etc.)
 - Add missed punches in accordance with the standards presented in this document
 - Must include comments when entering missed punches
 - Primary approvers set up their own delegate groups in M-Pathways
 - Delegates approve time for the Primary Approver as a backup
 - Primary approvers must maintain delegate group to add or remove delegates, as needed
 - Line of sight Supervisors/Managers should be approving the employees time
- Timekeeper
 - Set up new employees in the Maintain Time Reporter Data page to give them access to punch
 - When employees terminate or transfer out of the department, the same page should be used to convert employee timesheets back to a non-punch workgroup and the timesheet back to Elapsed format
 - Perform audits on reported/punched time to ensure:
 - All time is approved before the payroll cut-off; notify approver to approve if necessary
 - Leave time is not overused
 - Overtime is paid appropriately
 - Time is reported up to standard hours
 - Time is appropriately adjusted for temporary staff
 - Review exceptions (errors)
 - Notify approver to fix and approve errors
 - Serve as a support for employees and approvers
 - Keep up to date on all pay and leave time policy changes and notify employees and approvers of these changes

TENTHS CHART

Michigan Medicine

Tenths Chart for Recording Partial Hours Worked

Michigan Medicine HR-Payroll
Punch and Web Clock Timekeeping Standards
 Effective 9/9/18; Last review and update 9/10/19

Report partial hours in decimal form to the tenth of the hour	
Minutes	Tenths
1-6	0.1
7-12	0.2
13-18	0.3
19-24	0.4
25-30	0.5
31-36	0.6
37-42	0.7
43-48	0.8
49-54	0.9
55-60	1.00

This chart is used for time reporting purposes. The “Minutes” column reflects the number of minutes worked in an hour. Employees using Punch/Web Clock time collection methods report worked time in accordance with the tenths chart above. Due to the nature of punching a clock, employees must punch in within 5 minutes 59 seconds of the start and end time of their shift. Incremental minutes resulting from punching within the 5 minute 59 second period before and after the start and end time do not require an adjustment to reported time. Employees are expected to follow their departments Attendance Policy.

Examples:

1. Employee starts working 4 minutes late
 - a. The tenths chart shows for working 55-60 minutes of an hour they will be paid for the entire hour and no exception time is reported
 - b. Employees can still be disciplined for not starting their shift on time in accordance with the department attendance policy
2. Employee starts working 10 minutes late
 - a. The chart shows working 50 minutes of the hour counts as .9 worked
 - b. Exception time is reported for the .1 to make up the full hour
 - i. Depending on the departments Attendance policy or related bargaining agreements this time could be reported as unscheduled PTO/Vacation or unexcused time without pay
3. Employee works past their scheduled end time
 - a. Department is required to pay employees for all time worked even if they were not authorized to work it
 - i. Always pay employees and take disciplinary action

**Refer to applicable pay policies and bargaining agreements