**SECTION**: Human Resources

**SUBJECT**: Employment Hiring Process - - Time Reporting Process Documentation

**APPLIES** **TO**: All Regular Staff Members (Excludes Temporary Employees)

**NOTE: Changes for FY2020 are identified in red text**

**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**

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| --- | --- | --- |
| **Activity** | **Responsibility** | **Reference/Comments** |
| Regular staff member completes and signs timecard either online or hard copy per department’s policy by [insert appropriate date based on internal policy]. If staff member is unavailable to complete their timecard, then the supervisor should complete this activity. | Staff Member | [SPG 518.01: Payroll Controls](http://www.spg.umich.edu/policy/518.01) (Last updated 12/20/2018) |
| Review and approve timesheet or electronic entry by [insert appropriate date based on internal policy]. Where applicable, sign timecard and submit to timekeeper. | [insert appropriate person/position] (Supervisor) | Approver should be someone who can determine appropriateness of time reported and someone other than the employee. (i.e. supervisor ID on employee’s job record or delegate approver)  For instructions on setting up delegate approvers, see the step-by-step procedures located in [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview) by searching on "approve time" and then selecting the "Time Approver and Delegates User Resources" document.  On this document, go to the second section "Setup Delegate Groups or Approval Notification Emails", and click the link ~~"Add or Remove Employees in a Time Approval Delegate Group"~~ “Update Delegate Groups and Time Approval Email Notifications”.  Timecard should not be given back to employee after approval signature is documented.  Pay dates and associated deadlines and delivery dates (including instructions to add “Finance Payroll Calendar” via Online Google and Outlook Paydate/Cutoffs Calendar) can be accessed at: <http://www.finance.umich.edu/finops/payroll/forms/cutoffsdeadlines> |
| Where applicable, timekeepers data enter approved hard copy timesheets into ~~HRMS~~ M-Pathways Human Resource Management System. | [insert appropriate person/position] (Timekeeper) | Timekeeper cannot enter their own time (this is an M-Pathways system control).  Biweekly, Off-cycle and Monthly ~~P~~ pay dates, associated deadlines, and delivery dates can be accessed at:  <http://www.finance.umich.edu/finops/payroll/forms/cutoffsdeadlines> |
| Exception time recorded should follow the applicable exception time SPG policy and procedures. |  | [SPG 201.03, Funeral Time](http://www.spg.umich.edu/policy/201.03)  [SPG 201.06, Call Back Pay](http://www.spg.umich.edu/policy/201.06)  [SPG 201.11-0, Sick Time Pay](http://www.spg.umich.edu/policy/201.11-0)  [SPG 201.26-0, Holidays](http://www.spg.umich.edu/policy/201.26-0)  [SPG 201.26-1, Season Days](http://www.spg.umich.edu/policy/201.26-1)  [SPG 201.27, Emergency Reduction in Operations](http://www.spg.umich.edu/policy/201.27)  [SPG 201.29, Jury and Witness Pay](http://www.spg.umich.edu/policy/201.29)  [SPG 201.30, Unpaid Leaves of Absence](http://www.spg.umich.edu/policy/201.30)  [SPG 201.30-6, Paid Maternity (Childbirth) and Parental Leaves](http://www.spg.umich.edu/policy/201.30-6)  [SPG 201.31, Lunch Periods](http://www.spg.umich.edu/policy/201.31)  [SPG 201.36, On Call Pay](http://www.spg.umich.edu/policy/201.36)  [SPG 201.55, Shift Premium](http://www.spg.umich.edu/policy/201.55)  [SPG 201.71, Withholding of Services](http://www.spg.umich.edu/policy/201.71)  [SPG 201.33, Military Reserve Duty Pay](http://www.spg.umich.edu/policy/201.33)  [SPG 201.64-0, Vacation](http://www.spg.umich.edu/policy/201.64-0) |
| Beginning February 1, 2020, COVID-19 banks of time and related PAN and RDP time tracking codes are appropriately utilized and approved. | [insert appropriate person/position] (Supervisor) | ***NOTE:*** *UHR’s guidance regarding the appropriate use of the various COVID-19 banks of time for paid time off during the pandemic:* [*https://hr.umich.edu/working-u-m/my-employment/2019-novel-coronavirus-covid-19/paid-time-information-during-covid-19-pandemic*](https://hr.umich.edu/working-u-m/my-employment/2019-novel-coronavirus-covid-19/paid-time-information-during-covid-19-pandemic) |
| Overtime recorded should follow the applicable SPG policy and procedures or union contract. | [insert appropriate person/position] (Business Administrator, Supervisor) | [SPG 201.38, Overtime](http://www.spg.umich.edu/policy/201.38)  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. |
| If using Punch Time Clocks or Web Clocks, monitor and manually enter overtime. | [insert appropriate person/position] (Business Administrator, Supervisor) | <http://finance.umich.edu/finops/payroll/timekeeping/timeclocks>  [Click here to view “Punch and Web Clock Timekeeping Standards”.](http://finance.umich.edu/sites/default/files/2019-10/Michigan%20Medicine%20Punch-Web%20Clock%20Time%20Reporting%20Standards_%20V4.pdf)These standards were created by the Michigan Medicine Payroll Office and apply to all users across U-M. |
| Track exception time (including use of COVID-19 related time) for anyone who is not required to report their time in a central time-keeping system and any necessary pay adjustments are reported on a timely basis to  the Payroll Office, as appropriate. | [insert appropriate person/position] (Business Administrator, Supervisor) | Optional templates for Faculty Exception Time Tracking Workbooks: <https://umich.app.box.com/s/3e5pa0ym7l5gqzglz1u9hnl83alzihtn> |
| Run the Time & Labor Queries in M-Pathways as needed to ensure all time was entered timely and properly approved. | [insert appropriate person/position] (Business Administrator, Supervisor) | For information and instructions on how to run queries, login to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview).  In the Catalog Search box, type “time and labor resources” Click start at “Payroll, Time & Labor User Resources”. Choose “Time Approver and Delegate User Resources” and choose “Queries for Approvers” under the Additional Resources section. |
| Utilization of COVID-19 banks of time and tracking codes are monitored to ensure time entered does not exceed 80 hours per the Federal Emergency Paid Sick Leave Act (EPSLA) in addition to the university's COVID-19 emergency paid time off (COVID PTO).  ***NOTE:*** *Time is prorated for part-time and temporary employees.* | [insert appropriate person/position] (Business Administrator, Supervisor) | In addition to the Time & Labor Queries in M-Pathways, a Tableau dashboard report is provided to BAG and HRCG members to help monitor COVID-19 time reporting. |
| 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. 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.  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 department timekeeper for data entry. | [insert appropriate person/position] (Timekeeper) |  |
| Report hours worked above appointment for part-time employees in exempt job codes whose pro-rated salary falls below the salary threshold for exempt status, per Fair Labor Standards Act (FLSA). | [insert appropriate person/position] (Supervisor) | See Fair Labor Standards Act:  <https://hr.umich.edu/working-u-m/management-administration/compensation-classification/fair-labor-standards-act> |

Other related information:

Key Contacts:

* Contact your HR Unit Liaison [insert name] for time and labor access question.
* Contact HR Officer [insert HR Office or equivalent name] for any concerns.
* For University HR assistance contact University HR Rep.

Related Standard Practice Guides:

* In accordance with [SPG 501.10, Policy on Effort Certification](http://www.spg.umich.edu/policy/501.10), 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](http://www.spg.umich.edu/policy/201.52), 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](http://www.spg.umich.edu/policy/201.67), 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](http://www.spg.umich.edu/policy/201.46), 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, Departmental Record Retention For Business and Financial Records](http://spg.umich.edu/policy/604.01), to determine the proper record retention period relating to the job posting process.

Record of Revisions:

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| --- | --- | --- | --- |
| **Date of Issue** | **Description of Change** | **Page(s) Affected** | **Approved By** |
| 8/1/2007 | Original template created | All | [insert name] |
| 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 |  |
| 11/2017 | Added clarifying language regarding recording of overtime | 3 |  |
| 11/2018 | Added reference to SPG 201.30-6 | 2 |  |
| 11/2019 | Updated instructions, links, added punch time clock and web clock section, and added section on part-time exempt employees. | 1,2,4,5 |  |

Document Owner: [insert name], [insert title]

Administrative Owner: [insert name], [insert title]