

University of Michigan
Punch & WebClock Timekeeping Standards
Exception Pay

Contents

1. STATEMENT	2
2. PURPOSE.....	2
3. DEFINITIONS & TERMINOLOGY	2
4. DEPARTMENT PAYROLL ROLES & RESPONSIBILITIES	5
5. CLARIFICATIONS AND ASSUMPTIONS	6
6. RELEVANT GUIDELINES & POLICIES.....	7
7. PUNCHING STANDARDS	8
8. TIME REPORTING AND APPROVAL STANDARDS	9
9. SHIFTS THAT BEGIN AT OR CROSS 00:00 (MIDNIGHT)	12
10. LUNCH BREAK STANDARDS	14
11. CORRECTIONS AFTER PAYROLL	15
12. PUNCH AND WEBCLOCK FAQs	16
13. BI-DIRECTIONAL TENTHS CHART	18

University of Michigan

Punch & WebClock Timekeeping Standards

Exception Pay

Effective: 9/9/2018
Last Update: 9/4/2026

1. STATEMENT

These standards were created to establish time reporting standards for Regular Staff utilizing Punch and WebClock time collection at the University of Michigan.

2. PURPOSE

Time reporting standards support efficient auditing of reported time and pay, as well as compliance with U-M pay and leave time practices, and the Fair Labor Standards, e.g., overtime pay.

3. DEFINITIONS & TERMINOLOGY

- 3.1. **Exception Pay:** Regular employees (except biweekly paid nurses) are paid based on their combined standard hours for active jobs in the system. Any adjustment to the base standard hours is initiated by reporting exception time such as OTP (overtime), OTR (over appointment regular), or ETW (excuse time without pay), which will either pay above standard hours or deduct from standard hours paid.

Reporting hours that “reduce from REG,” or become a part of 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 that which standard hours will pay out.

- 3.2. **Exceptions (errors) on the timesheet:** An exception (error) can be identified on a timesheet by a red triangle on the row in error. Exceptions will not allow the system to process any punched or reported time on that day until that exception is resolved.
- 3.3. **Exception Time:** An exception to an employee's expected work schedule and/or appointed standard hours. Paid time off (PTO) and overtime pay (OTP) are examples of exception time.
- 3.4. **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 relation to the employee's actual start and end times. That range is defined as being no more than 5 minutes and 59 seconds (5: 59). Employees who punch before or after scheduled start or end times may require exception time to be reported (i.e., arriving late requiring PTS, or working over requiring OTR or OTP).
- 3.5. **Note:** While exception time is not reported for employees punching in/out within the 5:59 range, this does not exempt employees from disciplinary actions outlined in the department's attendance policy for not arriving or leaving for their shift at the agreed upon start/end times.
- 3.6. **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 30 or 60 minutes wherein the employee is not performing any work, nor are they expected to perform any work. A paid lunch break is 20 minutes or less.
- 3.7. **Regular Staff:** Employees appointed to a regular position at U-M that has standard hours.
- 3.8. **Standard Hours:** The number of hours an employee has cumulatively on all active appointments. For example, a full-time employee has standard hours of 40 hours per week, or 1.0 FTE, and a part-time employee may have standard hours of 20 per week, or .5 FTE.

- 3.9. **Time Collection Device:** A device for collecting punched “in” and “out” times for employees in departments utilizing punch and WebClock timekeeping systems.
- 3.9.1. **Punch** Utilizes a physical time clock attached to a wall, usually located near the employee’s 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.
- 3.9.2. **WebClock** In/out punches are acknowledged virtually via Employee Self-Service through Wolverine Access. In/out punches flow through to the punch timesheet in M-Pathways, generating regular (REG) hours.
- 3.10. **Timesheet Page:** The timesheet page in M-Pathways is where all punched time can be viewed and exceptions can be reported, by pay period. Users may toggle between a punch view (default) or elapsed view.
- 3.10.1. **Punch Timesheet:** A vertically aligned view of the timesheet. This view of the timesheet can be used to view in/out punch times which cannot be seen on the elapsed timesheet view. Exception time can be reported on punch view, but for multiple days, elapsed timesheet view is recommended.

Day Summary		In	Out	Time Reporting Code	Quantity	Comments	Reported Status
02 Apr	Sunday Reported 24.51			REG - Regular	8.00		Approved
				ESA - Afternoon Shift R	8.00		Approved

- 3.10.2. **Elapsed Timesheet:** 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 regular (REG) time in a grayed-out row which cannot be edited. Additionally, the total number of exception hours reported by an approver is displayed. Reporting exception time on multiple days, such as a week of PTO, is the easiest in elapsed view.

Employee Name Job Title
[Return to Select Employee](#)

April 2, 2023 - April 15, 2023

Scheduled 160.00 Reported 192.00 Unapproved Time 8.51

[Elapsed](#) [Punch](#) [Save for](#)

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

*Time Reporting Code	Row Totals	2 Sun	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat
		Rptd 16	Rptd 16	Rptd 16	Rptd 16	Rptd 16	Rptd 8	Rptd 16
ESA - Afternoon Shift Reg	80.00	8.00	8.00	8.00	8.00	8.00		
OTO - Overtime Offered	112.00	8.00	8.00	8.00	8.00	8.00	8.00	
REG - Regular	25.46	8.51	8.43	8.51				

4. DEPARTMENT PAYROLL ROLES & RESPONSIBILITIES

Employee

- Meet all expectations for punching in and out set by U-M Punch Standards
- Adhere to department Attendance Policy
- Notify supervisor of any changes to scheduled shift, such as lunch or working over
- Notify supervisor as soon as possible of issues related to punching, timekeeping, or pay

Approver (Supervisor or Delegate Approver)

- Ensure the Supervisor ID for all staff is reflected correctly in M-Pathways
- Review punched time and approve (daily is preferred)
- Enter and approve exceptions (e.g., PTO, overtime, etc.) and (-) REG, when applicable
- Add missed punches in accordance with the U-M Punch Standards, including comments when entering missed punches
- Primary Approvers create their own Delegate Group in M-Pathways to serve as backup time approvers
- Primary Approvers must maintain their Delegate Group regularly, adding or removing backups, as needed
- Line of sight Supervisor/Managers should be approving the employee's time
- Review gross pays after payroll runs to ensure employees were paid correctly

Timekeeper

- Update the Maintain Time Reporter Data page on M-Pathways:
 - Grant access to punch for new hires or transfers, assign punch workgroup, and assign TCD Group

- Convert employee timesheets back to a non-punch workgroup, and the timesheet back to Elapsed view, for employees transferring out of a department, or terminating
- Perform audits on reported/punched time to ensure:
 - All time is approved before the payroll cutoff, notifying approvers to approve time, 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) and notify approvers to fix and approve corrections
- Serve as support for employees and approvers
- Keep up to date on all pay and leave time policy changes and notify employees and approvers of changes

Finance/Operations Manager

- Final review and sign-off of the Gross Pay Register (GPR) for all payrolls, including off-cycle payrolls which occurs every Thursday (some alterations during holidays may occur)

5. CLARIFICATIONS AND ASSUMPTIONS

5.1. Regular Employees

Regular employees are paid based on standard hours associated with any regular active appointment(s) at U-M. 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 WebClock.

5.2. Department Attendance Policy

Departments will maintain their own attendance policy which dictates the expectations of each staff member, including the supervisor 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.

5.3. The Department Attendance Policy should include, but is not limited to:

- 5.3.1. Expectations for working beyond a scheduled shift
- 5.3.2. Expectations for punching in/out in accordance with employee schedules
- 5.3.3. Expectations for lunch breaks, including if staff are to punch in/out for lunch
- 5.3.4. If employee is unable to take the uninterrupted lunch of at least 30 minutes, employees are required to notify the supervisor by signing a log sheet or other means of tracking those incidents
- 5.3.5. Expectations for employees when punches are missed
- 5.3.6. Any disciplinary action plans if expectations are not met

6. RELEVANT GUIDELINES & POLICIES

6.1. **University Standard Practice Guidelines (SPG)**

- Payroll Controls <http://spg.umich.edu/policy/518.01>
- Funeral <http://spg.umich.edu/policy/201.03>
- Jury Duty <http://spg.umich.edu/policy/201.29>
- Shift Premium <http://spg.umich.edu/policy/201.55>
- Overtime <http://spg.umich.edu/policy/201.38>
- Sick Pay <http://spg.umich.edu/policy/201.11-0>
- Vacation <https://spg.umich.edu/policy/201.64-0>
- Call Back Pay <http://spg.umich.edu/policy/201.06>
- Lunch Periods <https://spg.umich.edu/policy/201.31>
- Standard Practice Guide Definitions <https://spg.umich.edu/policy/201.10>

6.2. **UMHS & Shared Services Policies**

- Paid Time Off <https://michmed-administration.policystat.com/policy/17792963/latest>
- Holiday <https://michmed-administration.policystat.com/policy/17786152/latest>

6.3. **Collective Bargaining Agreements**

- Union Contracts & Wage Schedules <https://hr.umich.edu/working-u-m/my-employment/union-contracts-wage-schedules>

7. PUNCHING STANDARDS

- 7.1. 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).
- 7.2. Exception Time (PTS, VAC, SCK, ETW, OTP, etc.) is reported to the tenth of an hour (.1) starting at 6 minutes beyond the scheduled shift start and end times, in accordance with the Tenths Chart on the Punch Standards.
- 7.3. Each in/out punch is evaluated separately
Examples of evaluating punches separately:
 - 7.3.1. Employee punches in at 6: 05 AM with a start time of 6:00 AM: No exception time is reported.
Note: Punching in 5 minutes late may have consequences in accordance with the department's attendance policy, but no exception time should be reported
 - 7.3.2. Employee punches in at 6:06 AM with a start time of 6:00 AM: .1 PTO or no-pay is reported
 - 7.3.3. Employee punches out at 5:06 PM with a shift end time of 5:00 PM: Employee must be paid an additional .1 at the appropriate rate (OTP, OTR, etc.)
 - 7.3.4. Employee punches out at 5:04 PM with a shift end time of 5:00 PM: No exception time is reported
- 7.4. If an employee punches in early or punches out late by more than 5 minutes 59 seconds (5:59) without authorization, they must be paid for the time, whether they worked or not.

Note: After paying the employee, the supervisor is required to address each incident through performance management, up to and including disciplinary action. All conversations and actions taken should be documented.
- 7.5. The Fair Labor Standards Act (FLSA) allows for some rounding to occur based on the shift start and end times in relationship with the punched in and out times, so long as it does not result in benefiting the employer over the employee
 - 7.5.1. Michigan Medicine standard is to round punches to the scheduled start and end time if the punch is no more than 5 minutes, 59 seconds (5:59) beyond the scheduled start and end time

- 7.6. Employees must accurately choose the “in” or “out” punch designation on the time clock or WebClock each time they punch
 - 7.6.1. Employees must also choose the correct record number, or job, if they have multiple active jobs in the system set up for Punch/WebClock
 - 7.6.2. To display multiple jobs on the clock, each record number/job must have a Time Collection Device (TCD) Group assigned to on the Maintain Time Reporter Data page
- 7.7. U-M is required by law to pay Non-Exempt staff for all hours worked and maintain accurate records which are retained for seven plus the current fiscal years
- 7.8. Supervisors must hold employees accountable in order to ensure expectations are met
 - 7.8.1. Maintaining set expectations will support accurate time reporting and pay
- 7.9. Each department should have a plan for punch clock and/or system outages. Outage plans should detail the designated backup process, providing instructions for time reporters and approvers. Establishing a backup plan for outages allows employees and supervisor to know immediately what to do when clocks are offline for short and long periods of time.
- 7.10. Employees who punch a physical clock should utilize a backup paper process, where “in” and “out” times are physically recorded and can be input into the system at a later time.
- 7.11. Employees who punched via the WebClock system should utilize the backup paper process, where “in” and “out” times are physically recorded and can be input into the system at a later time. Employees who are not centrally located or work remote, where the backup paper process may not be possible, should utilize a shared resource to record “in” and “out” times for timesheet entry.

8. TIME REPORTING AND APPROVAL STANDARDS

- 8.1. Each day on the timesheet will show the total time punched with the REG (regular work) time reporting code assigned to the total.
 - 8.1.1. An example of an employee who worked 8 hours a day and took a 30-minute unpaid lunch break and did not punch out for lunch:

17	Monday					
Apr	Reported 8.50	8.50	7:55:10AM	4:25:28PM	REG - Regular	

- 8.2. Supervisors/Managers are responsible for reviewing all employee timesheets in M-Pathways to verify the hours worked, entering exceptions, when applicable, and approving time for each day.
- 8.3. Exception time is reported by adding a new row on the timesheet
 - 8.3.1. Example: A regular employee requests to leave 4 hours early The supervisor/approver should:
 - On the timesheet, add a row the day the employee left early
 - Report 4 PTS
 - Click “Submit”
 - Approve the reported time
 - 8.3.2. Ex 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
 - On the timesheet, add a row the day the employee worked over*
 - Report 4 PTS
 - Click “Submit”
 - Approve the reported time
- 8.4. Supervisors/Managers are responsible for adding and/or adjusting exception time to the tenth of an hour, based on hours worked using the Tenths Chart
 - 8.4.1. Example: A regular employee is 10 minutes late for work. Using the Tenths Chart, add a row and report .2 of exception time (e.g., PTU/PTS, UET/ETW) on the day
 - 8.4.2. Example: Non-Exempt (biweekly paid) employee works 6 minutes past the hour at the end of their shift. Per the Tenths Chart, report .1 OTP (overtime premium) if the actual time worked for the week is over 40 hours
- 8.5. Manual updates to punches should not be a common occurrence or a regular practice.
- 8.6. A system rule will automatically adjust hours worked beyond thresholds to Overtime Pay (OTP). OTP created by this system rule will only show in Payable Time.
 - 8.6.1. For regular employees, hours beyond 43.5 in the week will be flipped to Overtime Pay

- 8.7. In/out punches on the timesheet should not be manually altered, deleted, or changed for any reason except the following:
- 8.7.1. Employee missed a punch (e.g., did not punch in at the beginning of their shift or out after their shift ended)
 - 8.7.2. In these cases, the supervisor/approver will need to gather documentation from the employee regarding the missed punch; an attestation to the actual start and end times for when the employee worked on the day they missed the punch.
 - 8.7.3. Documentation must be kept for seven (7) plus the current fiscal years, in case of an audit
 - 8.7.4. The Approving Supervisor will then manually enter the missed punch onto the timesheet and include a comment to document the reason for the manual entry
 - 8.7.5. Sensitive information should not be submitted in the comment field as comments cannot be deleted once submitted
- 8.8. Manual updates to punches should not be a common occurrence or a regular practice.
- 8.9. Supervisors are expected to hold employees accountable in accordance with the department's attendance policy and expectations regarding punch time collection practices and requirements.
- 8.10. If an employee is off-site for a day of Hospital Business, University Business, or Union Business, report the code on the timesheet; there is no need to manually enter punches for this situation. The hours and appropriate code can be entered in the elapsed timesheet.
- 8.11. If an employee punches in or out twice consecutively, causing an exception (error) on the timesheet, the Approving Supervisor will delete the extra in or out punch on the timesheet and include a comment documenting the change.

8.11.1. Example: Invalid punch order exception on the punch timesheet page

The screenshot displays a punch timesheet for Saturday, June 27. The header shows the date and a 'Reported 8.00' status with a warning icon. Below the header, there are two punch entries. The first entry is an 'in' punch at 3:55:31PM. The second entry is an 'out' punch at 3:56:11PM. The interface includes buttons for adding (+) and subtracting (-) punches, a dropdown menu for punch type (currently set to 'REG - Regular'), and a comment field for each entry.

There are two “out” punches. One of the “out” punches will need to be deleted to correct the exception (error).

Note: After the correction is made, the error will clear when Time Administration completes its hourly run again and changes are processed. An exception was created by the system (e.g. Daylight Saving Time exception)

8.12. If an exception is created due to Daylight Saving Time

8.12.1. This exception requires manual manipulation of either the “in” or “out” punch, depending on which occurred during the Daylight Saving Time changeover

8.12.2. Refer to the [Daylight Saving Time Guide](#) located on the MMHR website for further details on how to correct this exception (error). Enter a comment documenting the change that was made.

9. SHIFTS THAT BEGIN AT OR CROSS 00:00 (MIDNIGHT)

9.1. Midnight is considered the start of a day.



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

12:00:00 AM (midnight) scheduled start time: All hours worked reported on Day 2

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

9.2. Hours are reflected on the timesheet on the day the “in” punch is recorded. For employees that have shifts starting at 12:00:00 AM (midnight), the hours will show on the incorrect day on the timesheet (Day 1). To correct this issue, there are two options:

9.2.1. **Preferred Option:** Educate staff to always punch “in” at or after 12:00:00 AM (Midnight). This “in” punch should be no later than 5 minutes 59 seconds after the scheduled shift start time, otherwise, it will be considered late, and PTO or no pay must be reported. This change doesn’t require a manual change to the timesheet.

9.2.2. **Second Option:** Manually change the “in” punch to 12:00:00 AM and record the actual “in” punch time in the comments.

If the “in” punch was earlier than 5 minutes 59 seconds before the shift start time, then additional exception tie reporting is required to be reported to the 1/10 of an hour (i.e., over appointment or overtime)

Add a row and enter exception time on the same date in the timesheet to pay them for the early punch

9.3. Picking up additional shift crossing 12:00:00 AM (midnight) before scheduled shift

- 9.3.1. When an employee picks up an additional shift before the scheduled shift (working a double), and the added shift crosses 12:00:00 AM (midnight), all punched REG hours will display on the timesheet on the day of the “in” punch (the additional shift”, resulting in no worked hours showing on the scheduled day.
- 9.3.2. To allow punched REG hours to display on the appropriate day, the following manual adjustments should be made on the timesheet:
 1. On the day of the scheduled shift, add a row and manually report the scheduled start time
 2. On the day of the scheduled shift, add a row and manually report an “out” punch for one second prior to the start time of the scheduled shift
 - Shift premiums should be reported on the day of the hours worked for which they apply
 - Overtime premium should be reported on the day of the additional shift

Example:

An employee is scheduled 7:00 AM – 3:30 PM Saturday. Employee picks up a Friday 11:00 PM – 7:00 AM shift (a shift crossing midnight), so they are working 11:00 PM Friday – 3:30 PM Saturday.

Before the manual adjustment: All punched REG hours display on Friday, the day of the “in” punch:

Day	Start Time	End Time	Rate
Friday	7:56:00AM	3:25:05PM	REG - Regular
Friday	11:02:00PM		
Saturday		3:33:13PM	REG - Regular

Manual adjustment:

1. On the same row as the “out” punch, an “in” punch is manually reported for 7:00:00 AM to indicate the start of the scheduled shift.
2. A row is added Saturday before the manual “in” punch and an “out” punch is manually reported for 6:59:59 AM (one second prior to the scheduled shift start time), to indicate the end of the first/additional shift.

Note: Both steps must be taken before clicking “Submit” or a missing punch error will occur

Timesheet after manual adjustments:

The screenshot displays a timesheet interface for Friday and Saturday. On Friday, the 'Reported' time is 16.51. The first shift is from 6:58:33AM to 3:31:05PM, REG - Regular, with a rate of 8.55. A second shift is shown with a rate of 7.96 and a start time of 11:01:45PM. On Saturday, the 'Reported' time is 8.55. The first shift is from 6:59:59AM to 3:33:13PM, REG - Regular, with a rate of 8.55. A second shift is shown with a rate of 8.55 and a start time of 7:00:00AM. Red boxes highlight the second shift on Friday (labeled with a red '2') and the second shift on Saturday (labeled with a red '1').

3. Overtime, if applicable per SPG or collective bargaining agreement, should be reported on the day of the additional shift (in the example above, Friday).
4. Shift premium, per SPG or bargaining agreement, should be reported on the day for which it applies (i.e., overtime 1.5 shift premium on the day of the additional shift where OTP is reported, and regular 1.0 shift premium on the day of the scheduled shift).

10. LUNCH BREAK STANDARDS

- 10.1. A paid lunch break is 20 minutes or less in length
- 10.2. An unpaid lunch break is 30 or 60 minutes of uninterrupted time where no work is performed or expected to be performed by the employee
- 10.3. Employees should punch in/out for unpaid lunch breaks, if possible
- 10.4. For employees who are unable to punch out/in for unpaid lunch breaks:
 - 10.4.1. Require employees to sign a log whenever they do not take their expected unpaid lunch break
 - 10.4.2. Keep lunch log records for 7 plus current fiscal year (FLSA requirement)
 - 10.4.3. Educate employees and document in department attendance policy

10.5. For Regular Staff who do not punch out for unpaid lunch breaks, report (-) REG hours in the M-Pathways timesheet equal to the duration of the unpaid lunch break only when one or more of the following conditions apply:

10.5.1. The employee works more than five shifts in a workweek that each include a 30-minute unpaid lunch break.

10.5.2. The employee takes unpaid lunch breaks that exceed 30 minutes in a workday (e.g., a 60-minute unpaid lunch break).

This adjustment is required because the system's overtime rule for Regular Staff generates Overtime Pay (OTP) in payable time when the combined total of punched and reported hours that count toward overtime exceeds 43.5 hours in a workweek.

For greater efficiency, (-) REG hours may be entered using the Elapsed Timesheet view.

11. CORRECTIONS AFTER PAYROLL

To correct pay by adding to the next paycheck

Corrections to reported time, late time entry, and late time approval may result in incorrect pay.

Either approve time that is there, enter and approver missing time reporting, or change time that was reported and approved (prior period adjustment) to process corrections on next paycheck.

To correct pay by requesting an off-cycle check

U-M Health Employees

1. Complete and fax a [Payroll Correction Form](mailto:UMHHC-Payroll-HR-Fax@med.umich.edu) to the U-M Health HR-Payroll Office (UMHHC-Payroll-HR-Fax@med.umich.edu) for processing.
2. On the M-Pathways timesheet, delete hours that were not approved and leave a comment stating that an off-cycle check was requested. Include the number of hours and earn codes requested.
3. Complete a [Record-Only Adjustment to Payable Time](#) for time submitted on the Payroll Correction Form.

Campus and Medical School Employee

1. Complete a [hard copy timesheet](#) with hours to be paid on the off-cycle check and email to the University Payroll Office (payroll@umich.edu) for processing.

2. On the M-Pathways timesheet, delete hours that were not approved and leave a comment stating that an off-cycle check was requested. Include the number of hours and earn codes requested.

12. PUNCH AND WEBCLOCK FAQs

12.1. What if a 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.

12.2. What if an employee misses a punch?

If an employee misses a punch, they should notify their supervisor as soon as possible. The employee should submit a note or email to the supervisor notifying them of the time they started or stopped working, depending on which punch was missed. The supervisor/approver must 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 7 years.

12.3. What if an employee loses their badge (punch clocks 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 recovered or replaced, the supervisor will manually collect start and stop times for the employee and manually enter their punch times, with comments.

12.4. 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 assigned a TCD Group (time collection device group) in order for the employee to gain the ability to punch or use WebClock.

Reminder: If the employee is punching, do not enter additional REG on the Elapsed Timesheet for the same hours punched. This is a misrepresentation of what was worked

and puts the University at risk for being out of compliance for paying the employee incorrectly.

12.5. 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 reported on or after the effective date of the change. The previous supervisor, or any of their delegates, will need to approve any unapproved time prior to that date. Every supervisor/approver should have Delegate Approvers set up who can approve time in their absence.

12.6. How does a new supervisor/approver 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.

12.7. What if an employee works over without approval?

Non-Exempt staff are paid for all time worked. Per the FLSA, all hours worked over 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.

13. BI-DIRECTIONAL TENTHS CHART

Michigan Medicine	
Tenths Chart for Recording Partial Hours Worked	
Report partial hours in decimal form to the tenth of the hour	
Minutes: Seconds	Tenths
0-5:59	0.0
6-9	0.1
9:01-15	0.2
15:01-21	0.3
21:01-27	0.4
27:01-32:59	0.5
33-38:59	0.6
39-44:59	0.7
45-50:59	0.8
51-54	0.9
54:01-60	1.00

13.1. Using the Chart when employee is working less than their scheduled shift

If the employee is late, determine the number of minutes they worked out of the partial hour in which they were late and compare to the chart. Add the tenths to the number of full hours they worked that day.

Example: Employee is 10 minutes late and was scheduled to work an 8-hour shift. This means they worked 50 minutes of the first hour of their scheduled shift. According to the chart, 50 minutes worked is .8. Assuming the other 7 hours were worked, 7.8 hours are reported, plus .2 PTU or ETW for the time late.

13.2. Using the chart when employee is working over their scheduled shift

If the employee works over their 8-hour shift by 10 minutes, find 10 minutes on the chart and add the tenths number to the full hours worked that day.

Example: Employee works over their scheduled 8-hour shift by 10 minutes. 10 minutes on the chart is .2. Report 8 REG and .2 OTP for the day (assuming they worked 32 REG the rest of the week, or they have daily overtime of over 8 in a day).

Note: For Non-Exempt staff, biweekly staff, all hours worked over 40 in a week must be paid at the overtime rate.