

University of Michigan

Punch & WebClock Timekeeping Standards

Positive Pay

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1. STATEMENT

These standards were created to establish time reporting standards for Temporary 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. **Positive Pay:** Positive Pay staff (temporary employees) are paid based on the time reported or punched on the timesheet. Temporary employees are not appointed standard hours.
- 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:** Paid time outside of regular worked hours (REG), such as overtime (OTP) for hours worked over 40 in a week, or shift differential.

- 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, such as Overtime (OTP) if the additional minutes result in the employee working beyond 40 hours in a week.
- 3.4.1. 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.
- 3.5. **Lunch Break:** A paid or unpaid period, 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.
- 3.6. **Temporary Staff:** Employees appointed to a temporary position that does not have standard hours. Temporary staff are considered non-exempt regarding overtime pay.
- 3.7. **Time Collection Device:** A device for collecting punched "in" and "out" times for employees in departments utilizing punch and WebClock timekeeping systems.
- 3.7.1. **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.
- 3.7.2. **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.
- 3.8. **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.
- 3.8.1. **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



Employee Name

Job Title

Return to Select Employee

Calendar Icon

◀

▶

April 2, 2023 - April 15, 2023

Scheduled 160.00

Reported 217.46

Unapproved Time 8.51

ⓘ

Elapsed

Punch

Save for Later

Submit

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

Employee Name

Job Title

Return to Select Employee

Calendar Icon

◀

▶

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
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				

Employee

- 4

Approver (Supervisor/Approver or Delegate Approver)

- Ensure the Supervisor/Approver ID for all staff is reflected correctly in M-Pathways
- Review punched time and approve (daily is preferred)
- Enter and approve (-) 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/Approver/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
 - Overtime is paid appropriately
 - REG accurately reflects hours worked
- 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. 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 for each punch are not typically included in the total.

5.2. Department Attendance Policy

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

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>
- Shift Premium <http://spg.umich.edu/policy/201.55>
- Overtime <http://spg.umich.edu/policy/201.38>
- Lunch Periods <https://spg.umich.edu/policy/201.31>
- Standard Practice Guide Definitions <https://spg.umich.edu/policy/201.10>

6.2. 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, such as overtime, 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:
The employee has punched in within the 5:59 window; however, punching in 5 minutes late may have consequences in accordance with the department's attendance policy.
 - 7.3.2. Employee punches out at 5:06 PM with a scheduled shift end time of 5:00 PM: In accordance with the Tenths Chart, 0.1 hour is reported. This time is reported as regular worked hours (REG) unless the additional time worked causes the employee's total hours for the week to exceed 40. If the employee exceeds 40 hours for the week, the 0.1 hour must be reported as Overtime Premium (0.1 OTP).
- 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 time 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 times as long as 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. Supervisor/Approvers 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.
 - 7.9.1. 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.
 - 7.9.2. 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. The punch timesheet page in M-Pathways will reflect the in/out punches created by employees using a physical time clock (KABA) or the electronic WebClock functionality on the Employee Self-Service page in M-Pathways
- 8.2. Each day on the timesheet will display the total time punched with the REG (regular work) time reporting code assigned to the total
- 8.3. Approvers must report negative (-) REG for the incremental minutes not worked (e.g., 5 minutes 59 seconds before or after the start and end time of the scheduled shift)
 - 8.3.1. Make one negative (-) REG adjustment at the end of each week of the pay period based on the REG total
 - 8.3.2. This adjustment includes the unpaid lunch breaks where the employee did not punch in/out and incremental minutes for each punch within the 5 minutes 59 second (5:59) range of the work start and end times
- 8.4. Worked hours over 40 in a week should be reported as Overtime Pay (OTP). When reporting OTP for Temporary employees, REG must first be deducted from the timesheet, then a new row is added and worked hours over 40/week are reported as OTP (overtime). If REG is not deducted, OTP and REG will both pay for the same time worked, and the employee will be overpaid.
 - 8.4.1. Temporary employees only may allow the Overtime Rule to identify worked hours over 40 and convert them to OTP in payable time. It is still necessary to report (-) REG for lunch breaks and incremental minutes for in/out punches that are less than 6 minutes before or after the shift start and end times.

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

*Time Reporting Code	Row Totals	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri
		Rptd 0	Rptd 9.08	Rptd 9.11	Rptd 9.14	Rptd 9.07	Rptd 9.1
REG - Regular	45.50		9.08	9.11	9.14	9.07	9.10
REG - Regular			-1.08	-1.11	-1.14	-1.07	-1.10

- 8.5. REG hours punched and incremental minutes not worked must be deducted from the total each day. The above image illustrates the first method, where negative REG is reported daily to offset the 1-hour 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 over their shift by .5 hours.

*Time Reporting Code	Row Totals	16 Sun Rptd 0	17 Mon Rptd 9.08	18 Tue Rptd 9.11	19 Wed Rptd 9.14	20 Thu Rptd 9.07	21 Fri Rptd 9.1
REG - Regular	45.50		9.58	9.11	9.14	9.07	9.10
REG - Regular			-1.58	-1.11	-1.14	-1.07	-1.10
OTP - Overtime 1.5			0.50				

8.6. When adjusting worked hours on the day the employee worked over by .5 hours, the negative REG adjustment of -1.583 includes .083 incremental minutes, the 1-hour unpaid lunch break, and .5 hours worked over. A row is then added, and .5 OTP is reported, replaying the REG deducted, as the .5 hours exceeded 40 worked hours in the week.

8.7. Each day on the timesheet will show the total time punched with the REG (regular work) time reporting code assigned to the total.

8.7.1. 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
Apr

Monday
Reported 8.50

8.50

7:55:10AM

4:25:28PM

REG - Regular

Note: Negative (-) REG would be reported to deduct time for the unpaid lunch

8.8. Supervisor/Approvers/Managers are responsible for reviewing all employee timesheets in M-Pathways to verify the hours worked, entering exceptions and (-) REG, when applicable, and approving time for each day.

8.9. Exceptions are entered by adding a new row on the timesheet

8.9.1. Example: A temporary employee works a night shift. The supervisor/approver adds a row to the timesheet, reports NSA (Night Shift) on the appropriate day and approves the reported time

8.9.2. Example: A temporary employee works over their scheduled shift by 2 hours resulting in working more than 40 hours in a week and is due overtime pay. The supervisor/approver 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. The row with the punches is not altered in any way

8.10. Supervisor/Approver/Approver are responsible for adding and/or adjusting exception time, such as Overtime Pay (OTP), to the tenth of an hour, based on hours worked using the Tenths Chart

8.10.1. Example: A temp employee works 6 minutes past the hour at the end of their shift. Per the Tenths Chart, resulting in them working beyond 40 hours in a week. The Supervisor/Approver/Approver should report .1 OTP (overtime premium).

8.11. Manual updates to punches should not be a common occurrence or a regular practice.

8.12. In/out punches on the timesheet should not be manually altered, deleted, or changed for any reason except the following:

8.12.1. Employee missed a punch (e.g., did not punch in at the beginning of their shift or out after their shift ended)

8.12.2. In these cases, the approving 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.

8.12.3. Documentation must be kept for seven (7) plus the current fiscal years, in case of audit.

8.12.4. The Supervisor/Approver/Approver will then manually enter the missed punch onto the timesheet and include a comment to document the reason for the manual entry

8.12.5. Sensitive information should not be submitted in the comment field as comments cannot be deleted once submitted

8.13. 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.

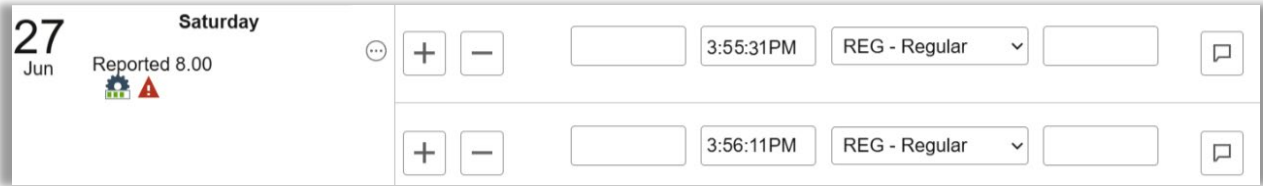
8.13.1. For temporary employees, hours beyond 40 in the week will be flipped to Overtime Pay

8.14. 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.

8.14.1. The hours and appropriate code can be entered in the elapsed timesheet.

8.15. If an employee punches in or out twice consecutively, causing an exception (error) on the timesheet, the Approving Supervisor/Approver/Approver will delete the extra in or out punch on the timesheet and include a comment documenting the change.

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



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.

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

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

8.16.2. 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.

8.17. Supervisor/Approvers are expected to hold employees accountable in accordance with the department’s attendance policy and expectations regarding punch time collection practices and requirements.

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 an 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:

Friday

☑ + - 8.38 7:56:00AM 3:25:05PM REG - Regular

☑ + - 16.51 11:02:00PM

Saturday

☑ + - 3:33:13PM REG - Regular

Manual adjustment:

1. A row is added Saturday before 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 of these steps must be taken before hitting Submit or a missing punch error will prevent submitting.

Timesheet after manual adjustments:

Friday

Reported 16.51 ☑ + - 8.55 6:58:33AM 3:31:05PM REG - Regular

☑ + - 7.96 11:01:45PM

Saturday

Reported 8.55 ☑ + - 6:59:59AM REG - Regular

☑ + - 8.55 7:00:00AM 3:33:13PM REG - Regular

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. Time reporting for Temporary Staff who do not punch out for unpaid lunch breaks
 - 10.5.1. Always report negative (-) REG hours equal to unpaid lunch breaks. Report in Elapsed Time view for greater efficiency
 - 10.5.2. The Overtime Rule for temporary employees will create Overtime (OTP) in payable time if the weekly total punched and reported REG + OTR hours exceed 40 in a week

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](#) 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/approver is added to Job Data for an employee, the new supervisor/approver 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 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.