Midwestern State University Timekeeping System Guidelines

Midwestern State University has selected TimeClock Plus (TCP) as their official timekeeping system. TimeClock Plus allows MSU to accurately record, track and report non-exempt employee information. TCP allows employees to monitor and track their time and enables MSU to process employee time worked and leave taken for payroll purposes. The following procedures and guidelines ensure accurate recordkeeping and FLSA compliance.

Fair Labor Standard Act Requirements (FLSA)

The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payments for all non-exempt employees. The TimeClock Plus system is used to record hours worked for non-exempt employee.

Timeclock Locations

Timeclocks are located in various locations throughout the campus. Employees are not assigned to a specific clock location for clocking in and out, but should use the clock located at their workplace location or nearest to their workplace location.

Clock In/Out Requirements

It is a job requirement for all non-exempt employees to "clock in" and "clock out" at the start of their shift, during lunch breaks, and at the end of their shift.   A leave request should be entered for any hours not worked during their scheduled shift.

Employees are expected to clock in and out at their regularly scheduled times.

Under certain conditions (such as trainings at an off-site location, etc.) when an employee cannot "clock in" at the worksite, the employee should report time worked to their supervisor in order for the time to be manually entered.

Multiple Jobs

There may be some employees who have multiple job codes. If an employee has more than one position, they will be assigned a separate job code for each non-exempt position. It is the responsibility of the employee to ensure that they are clocking in on the correct job code.

If an employee is unsure of which job code to select, they should contact their Supervisor/Approver to prevent clocking in and out incorrectly (which may result in corrective action).

Employee Access To Information

Employees can view their hours worked or request leave from any clock on campus or from the website at https://224878.tcplusondemand.com/app/webclock/#/EmployeeLogOn/224878. Employees will not

be able to clock in or out from outside the campus unless prior arrangements and approval has been granted.

Improper Usage Of Timekeeping System

The following infractions are prohibited and will be considered a severe violation. Due to the severity of these infractions, employees may be subject to immediate disciplinary action, up to and including termination.

- Any attempt to tamper with the timekeeping hardware or software
- Punching in or out for another employee
- Interference with another employee's use of the timekeeping system
- Unauthorized viewing of another employee's time in the TimeClock Plus system
- Habitual non-use of the timekeeping system (missed punches)

Clock Problems

If an employee is unable to punch in or out because of a timeclock malfunction, accidental oversight, or other reason, it is the employees responsibility to immediately inform their Supervisor. In this situation, the Supervisor/Approver will manually correct the clock in or clock out information. The Supervisor/Approver will notify the Payroll Department of any clock problems or issues.

If a correction is required for a workweek that has already been closed, a paper timesheet form must be submitted to the Payroll Department for manual entry.

Lunch Breaks

All non-exempt employees are entitled and expected to take a duty-free (non-working) lunch period each day. The duty-free lunch period should be a minimum of 60 minutes in length unless prior approval is received from the Supervisor/Approver.

The lunch period is considered unpaid time and employees must clock in and out. The lunch period is to be a duty-free break without any sort of work assigned.

Work Breaks

The Fair Labor Standards Act (FLSA) does not require breaks or meal period be given to workers. Work break privileges are allowed as defined by the department work schedule and supervisor. Work breaks are paid and employees are not required to clock in and out. Per MSU policy, work breaks not exceeding 15 minutes in duration may be allowed as near as is practical to the middle of each half of an eight hour work day. See the MSU Policy 3.220 regarding work breaks.

Unreported Hours – Working Off The Clock

The FLSA does not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours worked must be reported using the TimeClock Plus system. Any time spent working while not clocked in ("off the clock") is strictly prohibited. Employees are

required to clock in before performing any work and are not permitted to clock out until all work has stopped.

Examples of "working off the clock" may include:

- Forgetting to clock in or out
- Voluntarily continuing to work at the end of regular working hours
- Taking work home to complete on the weekend or in the evening
- Checking/reading/reviewing work-related emails or listening to work-related voicemail messages while away from the office or workplace
- Answering phones, emails, or assisting customers while clocked out or on lunch break

Once an employee has clocked in, he/she is responsible for starting work. When a shift has been completed, it is the employee's responsibility to clock out. Employees conducting personal business or simply not working while clocked in may be considered "riding the clock" and could be subject to disciplinary action.   It may be necessary for a Supervisor/Approver to determine that an employee leaves their workstation during lunch breaks.

Holidays

Employees that are eligible for paid holidays will have their holiday hours automatically entered.

Docked Hours

If an employee is absent and has exhausted all available leave time, their leave will be considered leave without pay and missed hours will be subtracted from their pay.

Overtime

Any time worked by an employee that exceeds the employee's regular scheduled hours must be approved by the employee's immediate supervisor prior to the time being worked. Unauthorized overtime is prohibited. All approved overtime will be reported by the timekeeping system as compensatory hours.

In certain instances, overtime may be paid out to an employee who is working overtime hours outside their department. Any paid overtime must be approved and the account number for the department which should be charged must be included.

Approvers

Timeclock approvers are assigned by the department and are responsible for monitoring and approving the time and attendance information for their area no later than Tuesday at midnight for the previous week. Time cannot be released for Payroll processing without department approval. Approval by a Supervisor/Approver certifies that the time submitted to the Payroll Department is accurate.

A regular review of those Supervisors/Approvers that are not approving by the deadline will be contacted by the Payroll Department. Continuation of non or late approval by the deadlines will be brought to the attention of the department manager.

Time Edits

Corrections to time that occurred prior to the close of a workweek will be manually entered into the timekeeping system. Manual entries made by the employee at the clock will be flagged as an exception and require additional acknowledgement (resolve period) and approval. Any manual entry in the timekeeping system made by a Supervisor/Approver should include a comment about the entry. Examples of manual entries would include:

- Correcting missed punches
- Adjusting the clock in or clock out time
- Correcting lunch punches that were entered incorrectly
- Selection of incorrect job code.

Corrections made by the Supervisor/Approver that occur after the close of the workweek will require documentation that must be signed and submitted to the Payroll Department. The Payroll Department may make manual adjustments of one hour or less per week without the approval of the Supervisor/Approver. The employee will be notified of any adjustment made by the Payroll Department. Manual adjustment documentation will be scanned and attached to the employees records. Corrections resulting from a late time submission will be made on the next available payroll cycle if the workweek has already been processed.

Time Entry Disputes

In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of their supervisor immediately. The TimeClock Plus system provides a log to assist in validating time and location of all employees' entries.

Audits

The TimeClock Plus system is subject to external audit and may be monitored by a third party for compliance or by the MSU Internal Audit Department. This audit will include review of irregularities or patterns. Any irregularities and/or patterns will be investigated.

Adding and Removing Employees From System

Employees will automatically be added to or removed from the timekeeping system in an automated upload that occurs twice a day. The upload will include any employees that have an Employee Personnel Action Form (EPAF) that has been applied.

If an employee's paperwork is delayed and the employee has not yet been uploaded to the timekeeping system, they should complete a paper timesheet for any hours worked until the information in the database system is available for upload.