



# Administration & Finance

Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

---

**Issuing Office:** Human Resources

**Policy Number:** FY16-HRS-009-00

---

**Policy Name:** Time & Attendance Policy and Guidelines

**Original Date Issued:** June 24, 2016

**Revised:**

**Purpose of Policy:**

The purpose of this policy is to:

- Confirm procedures for the collection, entry, approval and retention of time and attendance records for employees, and
- Implement campus-wide Self Service Time Reporting for all staff and supervisors by December 31, 2016. There will be department specific training for Employee Self Service (ESS), Manager Self Service (MSS) and Timekeepers.

**Applicable to:** All University staff. Self Service Time Reporting for student employees will be implemented in 2017. Teaching faculty are not included in this policy.

**Effective Date:**

For Manual Time reporting—Pay period beginning July 10, 2016

For Self Service Time Reporting—Ongoing until December 31, 2016

**Policy:**

This policy provides department heads, supervisors, employees and timekeepers guidance needed to accurately manage and record staff employee hours worked and used. HR Direct is UMass Boston's official record of employee attendance. A record of time and attendance is required by law. The supervisor must have either personal knowledge of an employee's attendance or have established a series of reliances to have reasonable assurance of the employee's attendance. To meet these requirements, 1) all employees must have a record of time worked and 2) a supervisor must have knowledge of the time worked and confirm with their signature or online approval to ensure the accuracy of this data.



# Administration & Finance

## Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

---

Examples of good time keeping methods include the use of: emails, timesheets, outlook calendars, calendar, log, white board (in/out) and other similar tools. Hourly employees (student and non-student) who are not on self-service must have signed timesheets. Use form WTS Hourly Employees—Positive Time Reporting.

Department heads are responsible for employee time and are encouraged to delegate this responsibility to managers and supervisors of employees. The term supervisor will be used in this policy. See definition below.

The institution must maintain accurate time records for many reasons, such as:

1. To ensure that employees are paid for all hours worked,
2. To ensure that employees receive all earned benefits, such as, vacation, personal and sick time,
3. To ensure accurate reporting of time as worked or used,
4. To be in compliance with the Fair Labor Standards Act (FLSA), which establishes minimum wage, overtime pay, record keeping, and child labor standards.

Time reporting includes:

- Exception time and positive time reporting,
- Prior period adjustment, and
- Overtime.

This policy is presented in two sections:

- Section 1 is for Manual Time Reporting; and
- Section 2 is for Self Service Time Reporting.

By December 31, 2016, all staff will be participating in Self Service Time Reporting. Public Safety officers and dispatchers and Facilities maintenance and trades employees are exempt from Self Service Time Reporting due to the complexity of their time reporting. These individuals will continue to have weekly signed time sheets.



# Administration & Finance

Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

---

## Definitions:

**Administrative Use** – When the department is not the owner of a record, they may keep a copy for use or reference until it is no longer needed. For instance, time and attendance records are owned by HR after the supervisor approves time and the payroll runs. The department may keep their internal documents until after payroll runs or longer if they deem necessary.

Noted Exception: For any time worked or used that is input by the timekeeper based on a supervisor's written (may include email) approval, the department must retain these documents for 3 years, (i.e. all manual time reporting, overtime, leaves).

**Exception Based Employee** - A benefitted or non-benefitted employee who is scheduled to work a set number of hours each pay period and who only reports exceptions to their regular work schedule such as sick or vacation hours, also known as "exception time reporting."

**FLSA** –Federal law governing employee/employer relations. FLSA establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to the federal minimum wage. Overtime pay at a rate of not less than one and one-half times their regular rates of pay is required after 40 hours of work in a work week. (See Work week definition for UMB rules.)

### **Exempt or Nonexempt.**

Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not.

**Hourly Employee** – A student or non-student (non-benefitted) employee who is categorized as nonexempt under FLSA and approved by Human Resources. These employees are paid for hours worked during each pay period, also known as "positive time reporting."



# Administration & Finance

Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

---

**HR Direct** - UMass system in which human resources functions are performed and stored to ensure employees are hired, time is accurately reported, leaves accrue, and payrolls are processed.

**Self-Service** - HR Direct includes a self-service component that utilizes electronic workflow approval of employee reported hours worked and used, and supervisor's electronic approval. It also allows employees to view pay advices, change their address, change federal and state tax withholdings, view W-2 form, change direct deposit, and complete other actions online.

**Supervisor** – The individual an employee reports to or is supervised by.

**Time Approver** - Supervisor who has knowledge of time worked and used, reviews and approves time.

**Time and Labor** - HR Direct includes this module where time worked and used is reported.

**Timekeeper** - An employee who maintains supervisor approved documentation of the time worked, used and/or earned by employees for time entered.

**Work week** - The administrative work week begins on Sunday and ends on the following Saturday. The basic work week for full-time employees is generally 37.5 hours (7.5 hours each day) or 40 hours (8 hours each day), Monday through Friday. Some staff are scheduled to work on weekends such as, public safety, facilities, information technology, and library. Part-time employees have specified schedules.

## **Procedures:**

### **Section 1: Manual Time Reporting**

1. Employee documents their time in accordance with department procedures.
2. The supervisor approves time worked and used by an employee in accordance with department procedures, and submits to the timekeeper for input.
3. Timekeeper inputs hours approved by the supervisor by noon every Friday.



# Administration & Finance

Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

4. Supervisor approves and signs the Time and Labor Detailed report, (UMTL706), on Wednesday of the pay week. The signed report is submitted to HR as soon as possible but no later than noon on Friday of the pay week.
5. TIMEKEEPERS CANNOT SIGN THE UMTL706 REPORTS.
6. Departmental documentation of approved time and attendance is kept by the Timekeeper (Department) for a period of three (3) years, upon creation.

## UMTL 706 Report

The UMTL706 report provides information to review and approve an employee's earnings and leave hours. The UMTL706 report contains the details of all time and attendance entries for department personnel and has three purposes:

- 1) to allow timekeepers and supervisors to review and, where necessary, identify errors in time and attendance entries;
- 2) to confirm that the entries for each individual listed on the final report reflect the actual time worked and/or paid time used; and
- 3) to provide a written authorization for payment based on the entries reported.

Errors on the final UMTL706 report must be noted on the report and submit corrections to HR on the appropriate correction form: [https://www.umb.edu/hr/forms\\_instructions](https://www.umb.edu/hr/forms_instructions)

## **Section 2: Self Service Time Reporting**

1. Employee enters time into HR Direct each week by noon on Friday for the current pay period:
  - a. Exception employee enters time used only. No time needs to be reported unless hours are used (i.e., sick, vacation, personal, or compensatory).
  - b. Hourly employee enters time worked and sick time used.

Note: Due to payroll processing, employees **cannot** input time on Tuesday of the pay week.



# Administration & Finance

## Policy & Procedure

[www.umb.edu/administration\\_finance/index.html](http://www.umb.edu/administration_finance/index.html)

---

2. The supervisor approves time worked and used in HR Direct every Friday after 1pm and before 5pm. In mid-afternoon, a reminder email is sent to supervisors who have not yet approved time.

If there are any changes that need to be made to the employee's electronic timesheet, speak with the employee and ask him/her to change their time in the system. If the supervisor makes changes to an employee's timesheet, notify the employee as soon as possible in writing or email for the record.

If the employee needs to make changes to their time, those changes will not be available to view or approve until after the batch cycle updates on Friday. This occurs at noon and 5pm.

If the supervisor is off campus and cannot approve the time that has been reported by 5pm on Sunday, *the system will send an email on Wednesday of the pay week to the supervisor indicating that the time has been batch approved and direct the supervisor to a Summit Report to approve time.*

3. Timekeeper prepares adjustment forms for error corrections, processes all compensatory time earned, overtime worked and leave hours pending approval from the department head or supervisor. Leaves include hours such as bereavement, jury duty, court, military leave, voluntary leave and other documented leaves.
4. Electronic approval of employee time by supervisors replaces the UMTL706 Report. This paper report is no longer required under Self Service Time Reporting.
5. For any time worked or used that is input by the timekeeper based on a supervisor's written (may include email) approval, the department must retain these documents for 3 years, upon creation.

### **Access to System:**

Department heads must request training for themselves and their eligible employees on Time and Attendance Self Service by emailing [HRdirect@umb.edu](mailto:HRdirect@umb.edu). Once training is completed all employees and their direct supervisors will be given access to the system and will start using the time and attendance self-service feature.

Timekeepers must complete the HR Access Form accompanied by the Computing Awareness and Data Security Compliance Statement. Print forms and send completed



# Administration & Finance

Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

---

forms to Human Resources or use email to [HRDirect@UMB.EDU](mailto:HRDirect@UMB.EDU). Forms are available at [https://www.umb.edu/hr/forms\\_instructions](https://www.umb.edu/hr/forms_instructions)

## **Timekeeper:**

- a. Timekeepers will have the ability to input hours and correct errors every Friday before 5:00 pm.
- b. Payroll Monday (Monday of the pay week) by noon is designated for **corrections only**.
- c. Due to payroll processing, timekeepers **cannot** input time on payroll Tuesday and will **only** have the capability to view time entered.

Note: If Timekeepers were unable to enter hours or make corrections for the prior pay period, either complete the WTS-EX Exception Reporting and/or WTS Hourly Employees—Positive Time Reporting indicating the employee's hours used and/or earned. Send approved form to HR for processing for the following pay period.

## **Records and Retention:**

Human Resources (HR Direct) is the official employee payroll/time and attendance record for UMass Boston; all records held by HR must be retained for 6 years, upon creation.

Departments are responsible to retain their departmental records used to accumulate reliable assurances of employee time worked or taken until administrative use ceases. This period of time is determined by the department.

For any time worked or used that is input by the timekeeper based on a supervisor's written (may include email) approval, the department must retain these documents for 3 years, upon creation.

If an employee becomes aware of the inappropriate removal, modification, or destruction of any UMass Boston Record, they must immediately notify their supervisor or Human Resources about the inappropriate activity.



# Administration & Finance

Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

---

## **Enforcement and Consequences**

Departments, as well as supervisors and employees, will be subject to appropriate sanctions for failing to properly account for time and attendance according to the procedures set forth in this policy. Incidents of non-compliance should be reported to the Office of Human Resources for appropriate remedial actions.

**Oversight Department:** Human Resources

**Responsible Party within Department:** Payroll Manager

**Monitoring:** Human Resources will monitor and support departments to ensure compliance with this policy as follows:

1. Ensure that only appropriate supervisors are reviewing and approving their department's UMTL706, or future online report;
2. Ensure that 100% of time and attendance data is approved; and
3. Ensure that 100% of departments are on Time and Attendance Self Service by December 31, 2016.

## **Related documents:**

Computer Awareness and Data Security Compliance Statement  
HR Access Request Form  
Time and Attendance Self-Service Training Manual  
UMTL 706 Report  
Time Reporting Codes  
Work Schedule Form  
WTS Hourly Employees—Positive Time Reporting  
WTS-EX Exception Reporting

## **Authority:**

Fraudulent Financial Activities (BOT Doc.T00-051)  
UMass Boston Internal Control Plan  
Paper Records Management, Retention, and Disposition Policy, FY15-C&C-001-00