



UT System Administration Policy Library -- Policy INT143  
**Time and Attendance**

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

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Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **POLICY STATEMENT**

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All University of Texas System Administration (UT System Administration) employees will prepare timesheets that accurately reflect all time worked and absent to ensure compliance with the overtime and recordkeeping requirements of the Fair Labor Standards Act (FLSA) and to ensure proper timekeeping administration.

All time worked by a non-exempt employee in excess of the hours appointed to work and/or more than 40 hours in a workweek must have prior approval from the supervisor. A non-exempt employee who works in excess of the hours appointed to work and/or more than 40 hours in a workweek without prior approval is in violation of UT System Administration policy. A non-exempt employee who works excess time with or without the required approval must be compensated for the excess time worked.

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## **RATIONALE**

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To provide for accurate time and attendance records for employees of UT System Administration.

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## **SCOPE**

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All offices of UT System Administration

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/int143.html>

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## **RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

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UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none"> <li>• <a href="#">INT147, State Compensatory Time</a></li> <li>• <a href="#">INT113, Fair Labor Standards Act – Overtime</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Fair Labor Standards Act of 1938</a></li> <li>• <a href="#">Texas Government Code §§ 658.002, 658.005, 658.007</a></li> <li>• <a href="#">Texas Government Code § 661.908</a></li> </ul>

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## CONTACTS

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If you have any questions about UT System Administration Policy INT 143, *Time and Attendance*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	<a href="mailto:esc@utsystem.edu">esc@utsystem.edu</a>

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## DEFINITIONS

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### **Exempt Employee**

An employee who is exempt from the overtime provisions of the FLSA under an executive, professional, administrative, or other exemption.

### **Fair Labor Standards Act (FLSA)**

The federal law that establishes minimum wage and overtime standards for employees and regulates the employment of children.

### **Non-exempt Employee**

An employee who does not fall under any of the exemptions to the overtime provisions of the FLSA and is therefore covered by the Act.

### **Time Worked**

Time that UT System Administration requires or permits an employee to work.

### **Workday**

A 24-hour period beginning at 12:01 a.m. and ending at 12:00 midnight.

### **Workweek**

A fixed and recurring period of seven consecutive 24-hour days, which begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday.

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## RESPONSIBILITIES

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### **Employee**

- Records time worked and absent in the Electronic Timekeeping System (ETS).
- Requests time off in advance from the supervisor using a leave request form. If unable to request leave in advance, notifies the supervisor as soon as possible, and submits a leave request form upon return.
- Submits ETS timesheets on a weekly basis.
- Employees who are paid on an hourly basis and who do not accrue vacation or sick leave record time worked and absent on a paper timesheet and submit the timesheet to their supervisor.

### **Supervisor**

- Approves or disapproves leave requests after considering department staffing requirements.
- Reviews and signs hourly employee's paper timesheet.
- Reviews and approves employee's ETS timesheet.

- Ensures employees accurately record time worked and absent and have sufficient leave balances to cover any leave approved.

### **Departmental Timekeeper**

- Reviews and final approves ETS timesheets for employees.
- Retains leave request forms until the forms and the timesheets have been reconciled.
- Submits paper timesheets to Accounting and Purchasing Services for processing.

### **Accounting and Purchasing Services**

- Processes paper timesheets from employees who are paid on an hourly basis.
- Retains paper timesheets in accordance with the UT System Administration records retention schedule.

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## **PROCEDURES**

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### **1. Regular Work Schedule**

1.1. UT System Administration's regular work schedule for full-time employees is eight hours a day (plus a one-hour meal period), Monday through Friday, 8:00 a.m. to 5:00 p.m. A supervisor may approve adjusted work schedules as needed for business purposes and/or to provide flexible work schedules as long as sufficient staffing exists to conduct official business Monday through Friday, 8:00 a.m. to 5:00 p.m.

1.2. Though employees may occasionally be required or permitted to work through a meal period, an employee's regular work schedule will include a meal period of at least 30 minutes.

### **2. Requirement to Record Time**

#### **2.1. Use of Electronic Timekeeping System (ETS)**

All employees, except those who do not accrue vacation or sick leave, will record time worked and absent in ETS. ETS is accessed through UT Direct or via direct logon at <https://utdirect.utexas.edu/pntime/>. At the minimum, timesheets will automatically route to the direct supervisor, followed by the departmental timekeeper, for appropriate approvals. ETS automatically calculates total hours worked, leave taken, FLSA overtime, and state compensatory time on the timesheet. It also automatically calculates and displays leave balances for viewing online. An employee who does not have sufficient leave for an absence, such as sick or vacation leave, will be prompted to use an alternative leave type. ETS also allows an employee to access his or her past timesheets.

## 2.2. Use of Paper Timesheets

Employees who are paid on an hourly basis and who do not accrue vacation or sick leave will record time worked and absent on a paper timesheet, which must be submitted to and signed by the employee's supervisor.

2.3. Employees will accurately record time worked and absent during the workweek. Employees will submit timesheets on a weekly basis; it is preferable that time be recorded on a daily basis. Time worked and absent is recorded to the nearest quarter of an hour, with fractions of hours recorded as .25, .50, and .75.

## 3. Official Travel and Hours Worked

The time an employee spends traveling on official business will, at a minimum, be recorded as hours worked as indicated below.

### 3.1. Special One-Day Assignment in Other Cities

3.1.1. Travel time to and from the location of the special one-day assignment, less regular home-to-work commute time and meal periods of 30 minutes or longer, will be recorded as hours worked whether the employee was driving or a passenger.

3.1.2. Time spent waiting at the airport will be recorded as hours worked. For example, an employee is instructed to report to the airport one hour before flight departure, the employee will record the time arrived at the airport and time spent waiting before flight departure as hours worked.

### 3.2. Overnight Travel

3.2.1. Travel time on overnight travel is considered hours worked when the time spent traveling coincides with the employee's normal work schedule regardless of the day of the week on which the travel is performed. For example, an employee's normal work schedule is 8:30 a.m. to 5:00 p.m., Monday through Friday, and the employee travels on a Sunday between 1:00 p.m. and 6:30 p.m., the employee will record as hours worked the time spent traveling on Sunday between 1:00 p.m. and 5:00 p.m., less home-to-work commute time and meal periods of 30 minutes or longer.

3.2.2. An employee who is required to drive on overnight travel or to work outside of the employee's normal work schedule while traveling as a passenger

will record the time as hours worked, less home-to-work commute time and meal periods of 30 minutes or longer.

#### **4. Leave Requests**

4.1. Normally, an employee will request time off in advance from the supervisor using a leave request form. An employee unable to request leave in advance must notify the supervisor as soon as possible and submit a leave request form upon return.

4.2. All employees will request leave using the SharePoint leave request form and add explanatory notes, if appropriate, in the “Notes” section of the form; or with an e-mailed message to the supervisor that provides the required information.

#### **5. Responsibilities of Supervisors**

5.1. A supervisor should promptly review and approve leave requests and timesheets for employees reporting to the supervisor.

5.2. Supervisors are responsible for ensuring employees accurately record time worked and absent, and have sufficient leave balances to cover any leave approved.

#### **6. Responsibilities of Departmental Timekeepers**

6.1. The departmental timekeeper should promptly review and final approve ETS timesheets for employees.

6.2. The departmental timekeeper is responsible for retaining leave request forms until the forms and the timesheets have been reconciled.

#### **7. Inclement Weather**

7.1. Notice of official closing of UT System Administration offices due to inclement weather will be provided to UT System Administration employees. Announcements concerning closure of U T Austin do not apply to UT System Administration.

7.2. Official closings of UT System Administration offices in Austin do not automatically apply to work locations outside of the Austin Metropolitan area. Closure decisions for those UT System Administration offices are initiated by the onsite manager based upon the operation of the institution with which they are

located. The onsite manager will notify the department head who will contact the Office of Employee Services. The Office of Employee Services will submit the request to the Chancellor or his designee, i.e., the Vice Chancellor for Administration or the Associate Vice Chancellor for Employee Benefits and Services, who will make the official closure decision. Any further absence by an employee not approved by the aforementioned procedure requires the use of personal accumulated and applicable paid leave.

7.3. The Office of Employee Services will provide instruction on the use of Emergency Leave for official closings of UT System Administration offices.

## **8. Records Retention**

8.1. ETS retains records for the appropriate time and then deletes them in accordance with the records retention schedule.

8.2. Paper timesheets for hourly employees will be retained by Accounting and Purchasing Services in accordance with the UT System Administration records retention schedule.

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# **FORMS AND TOOLS / ONLINE PROCESSES**

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[Electronic Timekeeping System \(ETS\)](#)

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## **APPENDIX**

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None

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Keywords: attendance, compensatory time, overtime, Electronic Timekeeping System (ETS), timesheet, timesheets, ETS, Electronic Timekeeping System, minimum wage, HR, human resources, time clock

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