

1. Title

Time and Attendance

2. Policy

Sec. 1 Policy Statement. The University of Texas System Administration requires employees to report on a weekly basis time worked and absent.

Sec. 2 Purpose. To provide administration for accurate time and attendance records to ensure proper timekeeping administration and compliance with overtime and recordkeeping requirements of the Fair Labor Standards Act (FLSA).

Sec. 3 Excess Hours. All time worked by a nonexempt 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 nonexempt 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 U. T. System Administration policy. A nonexempt employee who works excess time with or without the required approval must be compensated for the excess time worked.

Sec. 4 Regular Work Schedule.

4.1 U. T. 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.

4.2 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.

Sec. 5 Requirement to Record Time.

5.1 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 UT4 or via direct logon at <https://forms.utsystem.edu/timesheets/default.aspx>. 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. ETS also automatically calculates and displays leave balances for online viewing. 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 view past timesheets.

- 5.2 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.
- 5.3 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.

Sec. 6 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.

- 6.1 Official Travel.
 - (a) Travel time to and from the location, less regular home-to-work commute time and meal periods, will be recorded as hours worked whether the employee was driving or a passenger.
 - (b) 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.
- 6.2 Hours Worked. Outside of travel time, reported hours worked should coincide with actual hours worked. For example:
 - (a) If you work from 9:00am to 4:00pm with a 1 hour lunch, work hours should be recorded as 6.00.

(b) If you work from 7:45am to 6:00 with a 30 minute lunch, work hours should be recorded as 9.75.

6.3 Employees may earn state compensatory time for meetings held outside of the normal business day. This does not extend to social activities held in conjunction with conferences or other events.

Sec. 7 Leave Requests.

7.1 Employees 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.

7.2 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 emailed message to the supervisor that provides the required information.

Sec. 8 Responsibilities of Supervisors.

8.1 A supervisor should promptly review and respond to employees' leave requests and timesheets.

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

Sec. 9 Responsibilities of Departmental Timekeepers.

9.1 The departmental timekeeper should promptly review and final approve timesheets.

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

Sec. 10 Inclement Weather.

10.1 Notice of official closing of U. T. System Administration offices due to inclement weather will be provided to U. T. System Administration employees. Announcements concerning closure of The University of Texas at Austin do not apply to U. T. System Administration.

- 10.2 Official closings of U. T. System Administration offices in Austin do not automatically apply to work locations outside of the Austin metropolitan area. Closure decisions for those U. T. 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 (OES). OES will submit the request to the Chancellor or his designee, i.e., 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.
- 10.3 OES will provide instruction on the use of Emergency Leave for official closings of U. T. System Administration offices.

Sec. 11 Records Retention.

- 11.1 ETS retains records for the appropriate time and then deletes them in accordance with the records retention schedule.
- 11.2 Paper timesheets for hourly employees will be retained by Accounting and Purchasing Services in accordance with the U. T. System Administration records retention schedule.

3. Definitions

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.

Nonexempt 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 U. T. 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.

4. Relevant Federal and State Statutes

[Fair Labor Standards Act of 1938, as amended, 29 U.S.C. § 201 et seq.](#)

[Texas Government Code Sections 658.002, 658.005, 658.007](#)

[Texas Government Code Section 661.908, Leave Records; Time and Attendance Records](#)

5. Relevant System Policies, Procedures, and Forms

[INT113, Fair Labor Standards Act – Overtime](#)

[INT147, State Compensatory Time](#)

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

6. System Administration Office(s) Responsible for Policy

Office of Employee Services

7. Dates Approved or Amended

May 1, 2006

August 31, 2009

October 30, 2012

July 12, 2013