

TIME CLOCK PROCEDURES

Non-exempt (classified/hourly) employees are required to have a record of hours worked in order for the university to be in compliance with the Fair Labor Standards Act (FLSA). Non-exempt employees include all employees who are eligible for overtime or compensatory time pursuant to the FLSA.

The following regulations will apply when using time clocks or the web clock:

1. Employees are required to clock in at their assigned start time and designated work station, and must clock out when they go off duty. Employees are expected to complete their assigned shift.
2. Habitually clocking in consistently late and clocking out early could result in disciplinary action by the supervisor. A pattern of clocking in late could be considered an issue of tardiness that can result in disciplinary action.
3. Employees must begin working at their schedule time once they are clocked in. In event of a circumstance that the employee is not able to clock in (i.e., the time clock is not working, unable to log into your desktop, etc.) the employee must notify the supervisor immediately by email, phone, verbally, etc., and begin their daily task.
4. The time and attendance system rounds to the nearest quarter hour. No employee may consistently clock in or out more than 7 minutes prior to, or 7 minutes after, his or her shift. However, the 7 minutes before or after the employee's assigned start time, is just a rounding function in TCP. Employees should not assume that it is acceptable to habitually clock in after their scheduled time to begin work.
5. Employees may clock in at an earlier start time if approved by the supervisor.
6. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties. This does not include designated break times, restroom breaks, or campus supported events such as benefit fairs, Burgers at Bailey, campus assemblies, etc.
7. Employees must clock in and out for lunch break every day, unless otherwise directed by their supervisor in writing.
8. Employees must clock in and out at their designated workstations or a time clock, as directed by their supervisor.
9. Mobile devices may not be used to clock in or out unless it is approved in writing by the supervisor as a result of extenuating circumstances (i.e., working offsite).
10. Time recorded in the time and attendance system by hourly employees will be the work time paid. Hourly employees who have worked in excess of 40 hours per work week will be paid 1.5 times for any hours worked over 40 hours in a work week.

11. Time recorded by full-time non-exempt employees must equal 40 hours per work week, consisting of actual time worked, compensatory time, or leave. If an employee's work week does not equal 40 hours, then compensatory time, leave, or payroll reduction will automatically be made by the Payroll Office to account for the full 40 hours.
12. Full-time non-exempt employees who have worked in excess of 40 hours per work week will accrue compensatory time at 1.5 times for any hours worked over 40 in the work week.
13. Prior approval from the employee's supervisor must be obtained before working more than 40 hours in a work week.
14. Any adjustments to the recorded time must be approved by the employee's supervisor and made in TimeClock Plus (documented with a note in TCP) or with a Timesheet Adjustment Form. Supervisors will be accountable to their department head for any manual changes submitted.
15. The work week is Monday through Sunday. Employees must approve their time for the previous week every Monday by 9 a.m., with supervisors' approval completed by noon.
16. Employees are required to approve their own time, except in extenuating circumstances. Notes must be entered documenting the circumstances when a supervisor approves an employee's time and attendance record.
17. Payroll may approve time and attendance records for the employee and/or supervisor in extenuating circumstances (i.e., when it is critical to processing payroll, and in instances of catastrophic leave or a terminated employee). Payroll will enter a note in TCP documenting the circumstances.
18. Employees, timekeepers, and supervisors are required to abide by the UA Little Rock Information Technology Acceptable Use Policy. Specifically, users must use their own login ID and password. Access to any UA Little Rock IT system using another user's logon credentials is fraudulent and may result in disciplinary action, up to and including termination.

Disciplinary Actions

It is each employee's responsibility to learn the TimeClock Plus system and use it appropriately. Disciplinary action can occur for the following events:

1. Clocking in and out for other employees.
 - a. This is considered gross misconduct and can result in both the employee and the person clocking them in or out to be terminated.
2. Continually failing to clock in and/or out.
 - a. This will fall under progressive disciplinary action.
3. Incorrectly reporting time worked.
 - a. This will fall under progressive disciplinary action. Examples are taking extended lunch breaks or clocking in and not being at your workstation.
4. Tardiness and clocking out early can result in disciplinary action.