SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

Timekeeping
and
Attendance
Policy
5:01:00:00/16

A guide for Employees and Supervisors

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*Spring of 2023, Attendance 5:01:00:00/18 was merged with this policy.

PURPOSE and SCOPE

Timekeeping records constitute the basis for payment of wages and College-authorized paid leave practices (annual, sick, or compensatory leaves). This policy is intended to promote the efficient processing of payroll to comply with applicable federal, state and local wage and hour laws. Accurate and timely recording and reporting of time worked is essential. This policy applies to all employees (e.g. full-time, part-time, and temporary) for the recording and reporting of College-authorized paid leave and to non-exempt employees for the recording and reporting of actual hours worked. The College retains the right to apply the appropriate level of discipline as circumstances require for noncompliance of the timekeeping policy.

TIMEKEEPING SYSTEM OVERVIEW

Southwest Tennessee Community College ("Southwest" or "the College") is subject to numerous laws and regulations that govern the way it conducts its business. The laws that regulate employees' wages and hours are designed to ensure that employees are paid as specified within these regulations.

The College's official timekeeping system is UKG KRONOS, which is a time and attendance system that collects actual time entered by the employee, using either the time clock or computer. The data is later transferred to the payroll system where employees are paid or leave time is processed according to the hours recorded on their UKG KRONOS timesheet.

The UKG KRONOS electronic timekeeping system and associated work records are the official basis for recording hours worked and maintaining absence records (e.g. annual, sick, and compensatory time) for all employees. Any disputes over actual hours worked or attendance will be resolved by referring to the official timekeeping records.

In certain situations, it will be necessary to correct or enter missing data. These changes will be carefully documented via email from the employee to their manager or supervisor, who will make edits and annotations on the timecard.

TIMEKEEPING PROCEDURES

This procedure defines the roles and responsibilities of individuals involved in the timekeeping process. It also provides guidance on the separation of duties assigned to the various individuals involved in the process.

Descriptions:

The terms "clock in", "punch in" and "swipe in" (or out) are one in the same. They refer to the method whereby employees slide their ID badges through the slot on the time clock or reader that reads numbers from the ID badges and transmits this information to the UKG KRONOS timekeeping database, or where employees may use the timestamp method to enter data in the UKG KRONOS system.

1. **Director/Manager/Supervisor**: An individual within a department who has authority to approve changes to a timecard.
2. **Designee:** An exempt employee who has been granted authority to approve changes to timecards for the assigned director, manager, or supervisor.

3. **Employee:** An individual who works within a department and charges time against the department's account.

Tasks	Dept. Mgr./Sup. Or Designee	Payroll	Employee
Record start and end times, including lunch using the time clock or computer			X
Review missed punches, employee accruals, and other paid absences on a daily basis.	X		X
Enter corrections into UKG KRONOS for employees	X		

"Exempt" refers to employees who are exempt from Federal and State laws regarding payment of overtime, and paid a pre-determined salary, not an hourly rate.

"**Non-Exempt"** refers to employees who are eligible to receive overtime or compensatory time for hours worked more than 37.5 hours per week.

RESPONSIBILITIES OF EMPLOYEES

Employees and their supervisors share responsibility to accurately and timely account for time worked and paid leaves.

All employees should request paid leave in advance, if possible.

Supervisors or their designees must report absences due to illness of more than three (3) days to Human Resources via email at myhr@southwest.tn.edu.

All employees must record time and attendance via the UKG KRONOS system. For non-exempt employees, the employee and the supervisor must approve the timecard each pay period. The UKG KRONOS system tracks paid leave time for both exempt and non-exempt employees.

> *Exempt employees* should have a minimum of **162.5 hours** worked and/or accrued time off each month.

> *Non-exempt full-time employees* should have a minimum of **37.5 hours** worked and/or accrued time off per week.

If an employee has less than the minimum recorded hours, the employee must submit a leave request, if available, first using compensatory time then annual leave. All paid leave time must be entered in UKG KRONOS, by using the Time off Request.

Misrepresentation of Time Worked

Misrepresentations violate this policy as well as the College's Conduct and Behavior Policy No. 5:00:00:00/9 and Code of Conduct Policy 5:00:00:00/41 policies. An employee, manager, supervisor, or designee who knowingly misrepresents or falsifies documentation about the time worked will be subject to disciplinary action up to and including termination from employment.

Daily Clock In/Out

It is the responsibility of each non-exempt employee to clock in and out at the beginning and end of each scheduled workday to be compensated for the time worked, meal periods, and/or leaves accurately and completely for each pay period. It is at the discretion of the department director to require all non- exempt employees to clock in and out for their lunch period. Under certain conditions, such as a training course at a different location, employees shall clock in/out at the different locations or be clocked in/out manually by their manager or supervisor. Non-exempt employees leaving for personal reasons during the day must clock out when leaving and clock back in upon returning.

Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Non-exempt employees and supervisors are responsible for ensuring that the work and leave time reported accurately reflects each employees' activity for each pay period and to validate this by approving the timecard. Intentional errors in reporting hours worked can result in progressive discipline to the individuals involved.

Missed Punches and Adjustments

Employees who miss a punch should notify their manager, supervisor, or designee immediately via email of edits that need to be made to the timecard.

Under no circumstances should a non-exempt supervisor adjust their own timecard. Corrections should be made by their supervisor or director.

Guidelines for Edits:

Employees should e-mail all edits to their manager or supervisor to document the record.

Employees should effectively communicate by e-mail the following:

1. Why there is a need for a manual punch.
2. Where the employee was for missed punches (must be specific):
   a. **Acceptable Example:** attending supervisory training class at ABC community center, reported to the Leisure Services Department for a meeting with XYZ Department Head about ABC Festival.
   b. **Unacceptable Example:** attending a meeting.
3. When (what time) the punch should have been.

Working Lunches:

Working lunches are discouraged. However, if it is required of a non-exempt employee, then the employee must be compensated.

To override the hour auto-deduct meal period built into UKG KRONOS, employees should clock out and clock in within a minute.

The supervisor is to note in the timecard that the working lunch was approved.

Example: Attended Lunch Meeting with ABC at the XXX Diner from 11am-12pm, discussed XYZ.

RESPONSIBILITES OF EMPLOYEES & SUPERVISORS

ELECTRONIC TIMECARD APPROVAL

At the end of each pay period, non-exempt employees are required to verify their time worked and leave hours recorded for the pay period by approving their timecard in UKG KRONOS. The time frame that exists for all time and attendance records to be properly processed for the pay period **is one (1) business** day for employees and **two (2) business** days for Supervisors following the end of the pay cycle for employees. By approving the electronic timecard, employees are attesting that to the best of their knowledge the information submitted is complete and accurate. All timecards must be reviewed and approved by the **employee and supervisor.**

WORK SCHEDULES

It is the responsibility of the respective department manager to submit the employees' work schedules to Payroll by the date of hire. Non-exempt and exempt employees' schedules are determined based on the requirements of the department. All non-exempt employees are required to take a minimum of a thirty-minute lunch period if required to work six (6) hours or more in a single shift, **unless pre-approved by manager/supervisor**.

If the supervisor for an employee changes, Payroll must be notified immediately.

OVERTIME

All overtime must be **pre-approved** by the supervisor **prior to** working. *Non-Exempt temporary* employees will earn overtime after 40 hours are "physically" worked in a week.

Non-exempt full-time employees will earn compensatory time after 37.5 hours are "physically" worked in a week. Regular part-time employees will earn compensatory time after the required minimum hours are worked for their FTE (full-time equivalency).

Employees **may not** accumulate overtime or compensatory time by arriving early or leaving late **unless specifically pre-authorized by their supervisor.** If non-exempt employees accumulate **unapproved** hours beyond their work schedule in the course of a week, they may be required to leave work early. Disciplinary action will occur for reoccurrence of non-compliance with this policy.

Non-exempt full-time employees should have 7.5 hours in a day, between actual hours worked and accruals. If less than 37.5 hours a week, employees will be charged leave without pay to make up the difference. Please make sure to look at each week separately by selecting range of dates in the time period box.

TIME OFF REQUEST

Employees should enter the requested leave time in UKG KRONOS before the time is taken. If employees are unable to request time off in advance, they must submit the request through UKG KRONOS upon their return to work, if the pay period is still open. Otherwise, the supervisor must contact Payroll to enter the leave time.

Annual Leave

The UKG KRONOS system calculates accrued annual leave based upon an employee's length of service. An employee should schedule vacation days in advance with supervisor approval using the Time off Request feature. The pre-scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when vacation time is scheduled, the employee must notify the supervisor to edit the timecard. The minimum amount of vacation an employee can take is 15 minutes or (.25) of an hour. TBR Annual Leave Policy No. 5.01.01.01 provides criteria for accrual of annual leave.

Non-Exempt Employees

Years of Service	* Monthly Accrual Rate	*Maximum Annual Accumulation	*Maximum Total Accumulation Within FY	*Maximum Accumulation Carried Forward to Next FY
0 – 5	7.5	90.0	315.0	225.0
5 -10	11.3	135.6	405.6	270.0
10 -20	13.2	158.4	450.9	292.5
20 or more	15.0	180.0	495.0	315.0

* Number of hours

The maximum hours that may be carried forward at the end of each fiscal year is 315 for exempt employees.

Sick Leave

When an employee is out ill, the supervisor or designee will input the sick leave hours in UKG KRONOS or the employee must input upon return. When an employee has a doctor's appointment, the employee should clock out when prior to leaving and clock back in if returning to proceed with the day as customary. The minimum amount of sick leave an employee can take is 15 minutes or .25 of an hour. TBR Sick Leave Policy No. 5.1.01.07 provides sick leave accrual information.

Note: When entering leave time, the LV Leave Codes should be used for FMLA absences only.

Compensatory Time (Non-Exempt Employees Only)

Compensatory time is earned in lieu of being paid overtime. An employee may schedule compensatory time in advance with supervisor approval, using the **Time off Request** feature. The pre- scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when compensatory time had been scheduled, the employee will need to notify the

supervisor via email to edit the timecard. The minimum amount of compensatory time an employee can take is 15 minutes or .25 of an hour.

Compensatory time must be used before Annual leave and cannot be used in the same pay period that it is earned.

Jury Duty

Employees who present jury notices or job-related subpoenas to their supervisors will be granted leave with regular pay for the day(s) when service is rendered. Employee should submit a Time off request through the UKG KRONOS system.

Note: All other leave request types should be handled in the same manner as the ones listed above.

HOLIDAYS

Holiday pay will automatically be applied to eligible employees in the UKG KRONOS system. Refer to the TBR Holidays Policy 5.01.01.10 for eligibility requirements.

When requesting time off during a College scheduled holiday, employees must enter two (2) separate time off requests, skipping the date of the holiday.

> **Example:** Christmas falls on a Wednesday and the employee requests to take the full week of vacation during Christmas. You would enter two (2) different time-off request. One (1) for Monday and Tuesday and the other for Thursday and Friday. Note: **Skip the holiday.**

When a holiday falls on the pay period closing day, employees should approve the timecard after the last shift for that pay period**.**

CLOCK OR SYSTEM PROBLEMS

Clocks will continue to collect data during times when there are clock or system malfunctions, even during power outages. Employees should continue to clock in and out, then immediately inform the supervisor. In this situation, the supervisor will make a note of the times that might need adjusting, but will not make adjustments until it is confirmed that the system did not collect the data.

The supervisor will immediately notify the Payroll Office of any clock or system problems.

Order of Contact relating to Clock or System Problems:

1. Employees will contact their manager or supervisor
2. Manager or supervisor will contact Payroll
3. Payroll will contact Information Systems, if necessary. (Employees should not contact Information Systems)

Account Locked

Contact Payroll at (901) 333-5282.

Password Reset

Contact the Help Desk at (901) 333-4357.

Lost or damaged ID Badge

Contact the Human Resources Office (901) 333-5340.

ATTENDANCE

An important condition of employment at Southwest is that an employee be present and on time during work hours. Normal work hours are from 8:00 a.m. through 4:30 p.m. Monday through Friday for non-faculty employees. Some employees may work a different schedule depending on their assignment.

All full-time employees shall work a minimum of 37.5 hours per week. This work schedule shall include a one-hour lunch break and shall recognize the existence of up to two (2) fifteen (15) minute miscellaneous breaks during each workday as workflow permits. For clerical/support employees, time worked in addition to 7.5 hours per day must be at the request of the supervisor and must follow the compensatory guideline provided in TBR General Personnel Policy No. 5.01.00.00. Employees working beyond their schedule work hours are required to have the approval of the supervisor prior to working the additional time.

Tardiness

If an employee will be late, the supervisor should be notified 30 minutes before the normal time the employee reports for work. Annual leave or leave without pay will be charged for the time missed due to tardiness.

Absence

Annual leave must be requested and approved prior to the annual leave being used. Exceptions may be approved in an emergency situation.

Sick leave must be used if an employee is absent due to illness in the immediate family. The supervisor must be notified if sick leave is requested. Sick leave used for regularly scheduled medical and dental appointments must be requested in advance.

Failure to report to work or failure to notify the supervisor in the appropriate time frame may result in disciplinary action being taken up to and including termination.

Should an employee fail to report for work three (3) consecutive days without notification to the immediate supervisor or notification from an immediate family member on the behalf of the employee to the immediate supervisor, the position will be deemed abandoned.

DISCIPLINARY ACTION

Southwest expects all employees to demonstrate the highest degree of integrity, responsibility, and professional conduct at all times. Engaging in any of the activities listed below will be considered a violation of the Conduct and Behavior Policy No. 5:00:00:00/9 and Code of Conduct Policy 5:00:00:00/41 can subject employees to disciplinary action up to and including termination.

- Unauthorized tampering with the timekeeping hardware or software is considered a serious offense, subject to disciplinary action up to and including termination.
- Punching in/out for another employee (a.k.a. "buddy punching").
- Interfering with another employee's use of time clocks.
- Failure to use the UKG KRONOS system properly.
- Falsification of time recorded.
- Excessive missed punches without a valid (specific) reason.

Please contact the Office of Human Resources if any problem results from non-compliance of the system policies.

Responsible
Source of Policy: _____ **N/A** _____ **Administrator:** _____ **AVP of HR** _____

                                                  TBR Guideline Reference: _____ **P-020** _____

                  5:01:00:00/18   **5.01.00.00; 5.01.01.01**
Related Policy: 5:00:00:00/9; 5:00:00:00/41   **TBR Policy Reference: 5.01.01.07; 5.01.01.10** _____

Approved: _____ **Date:** _____ **May 5, 2023** _____
                      President