

STOCKTON UNIVERSITY



PROCEDURE

Time and Attendance Reporting

Procedure Administrator: Director of Human Resources

Authority:

Effective Date: February 24, 1975; September 6, 1977; May 30, 2009; August 10, 2010

Index Cross-References:

Procedure File Number: 6119

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To inform supervisors and other employees of the rules and method for reporting time and attendance.

II. PROCEDURE:

A. Standards and Requirements

1. The payroll department of the University processes timesheets of employees through the use of Web Time Entry (WTE) software. Electronic approvals via WTE are used for the purpose of recording, verifying, and authorizing the payment of salary and overtime to the individual employee.
2. Prior to being placed on the payroll of the University, the employee must submit Forms W-4 & I9.
 - a. All W-4 statements must be completed and signed. An employee cannot be paid without this form being completed.
 - b. Form I9, including Social Security Card and/or other ID required by Form I9
 - c. Each employee must submit their electronic timesheet, in his/her administrative unit, at the end of each pay period.
 - d. The Budget Unit Manager should review and electronically approve each timesheet to insure that all time is properly accounted for. Special attention should be given to insure that the leave and vacation policies of the University are adhered to.

B. Time Reporting Categories

The following categories are to be used on the electronic time entry system to record the appropriate time earned or used.

Comp Time Earned-Straight	Comp Time Taken
Comp Time Earned – 1.5x	Overtime Athletic Events 1.5
Furlough	Overtime Events Set-up
Court Duty	Overtime – Holiday
Personal Leave	Overtime – Project Support
Self-Directed Furlough	Overtime – Regular 1.5
Sick Leave	Overtime – Straight Time 1.0
Vacation	Union Activity
Unpaid Leave	

C. Regular Bi-Weekly Pay

1. Electronic approvals must be completed by the deadline identified on the annual payroll calendar.
2. All timesheets must be submitted electronically by the employee and approved by the authorized Budget Unit Manager by the deadline identified on the annual payroll calendar.
 - a. Plant Management & Security Staff – Overtime based on hours worked in excess of 40. Overtime is not payable until after the first full hour and then in increments of 1/2 hour.
 - b. All Other Classified Staff – Overtime based on hours worked in excess of 35. Overtime is not payable until after the first full hour and then in increments of 1/2 hour.
3. Part-Time and Student Employees – Must be reported on the applicable departmental time record sheet.
 - a. Time cannot be reported in less than 1/2 hour increments.

D. Supplemental Payrolls - Financial Aid (Work Study - Student Aid)

1. Timesheets must be submitted to the Payroll Department no later than 10 am on the Monday following the end of the regular pay period.
2. W-4 and Social Security regulations are the same as for Regular Bi-Weekly Payroll.
3. Time cannot be reported in less than 1/2 hour increments.

E. Exceptions

1. In the case the holidays force a different time reporting procedure, the Payroll Department will advise all departments of the change.

Approval History:

	Date
President	08/10/10