UNIVERSITY OF SOUTH ALABAMA
EMPLOYEE TIMEKEEPING & LEAVE REPORTING GUIDELINES

Employees of the University of South Alabama are responsible for submitting their timesheet or leave report in an accurate and timely manner, following the designated Payroll deadlines.

NON-EXEMPT (HOURLY) EMPLOYEES

Non-exempt (hourly) employees are required to submit their time each pay period, either through the KRONOS Timekeeping System, or through PAWS Web Time Entry.

KRONOS: Employees using the KRONOS Timekeeping System, swipe in using their ID Badge, when the workday or shift begins. The employee will swipe out at the end of the workday or shift. KRONOS is set up to round to the nearest quarter hour for those that use their ID badge to swipe in and out. Employees are also required to swipe in and out when they leave the premises during the workday or shift, unless the time away is work related. The employee needs to verify with his or her supervisor whether to swipe in/out for lunch, or to determine if the meal period is automatically deducted. Some areas use KRONOS terminal entry, rather than swiping. Your supervisor will let you know what method is used in your department. Employees who have not swiped in or out to work are required to complete a *Missed Swipe Form*.

WEB TIME ENTRY (WTE): For non-exempt (hourly) employees that do not use KRONOS, time worked and not worked must be entered each day through PAWS Web Time Entry.

SEVEN-MINUTE ROUNDING RULE: Since USA's Payroll system rounds to the nearest quarter hour, employees must not swipe in or begin working more than seven (7) minutes prior to their workday or shift, or swipe out or stop working more than seven (7) minutes after their workday or shift, unless instructed to do so by their supervisor.

The seven-minute rounding rule also applies to non-exempt (hourly) employees entering time through Web Time Entry or KRONOS terminal entry. In all cases, the supervisor must approve additional hours worked in advance. Unauthorized time worked for non-exempt (hourly) employees must be paid, though it will addressed as a disciplinary issue, once counseled by the supervisor.

Below is a sample chart of the *7-minute Rounding Rule*.

7-minute Rounding Rule	
Swipe Time	Rounded Time
8:07 ⟹	8:00
8:08 ⟹	8:15
8:22 ⟹	8:15
8:23 ⟹	8:30
8:37 ⟹	8:30
8:38 ⟹	8:45
8:52 ⟹	8:45
8:53 ⟹	9:00

USA Employee Timekeeping & Leave Reporting Guidelines continued

EXEMPT (SALARIED) EMPLOYEES PAID BI-WEEKLY

Bi-weekly paid exempt employees are required to submit a timesheet through Web Time Entry each pay period, listing any exceptions to regular time to include, for example, PTO, vacation, sick, or Family Medical Leave.

LEAVE REPORTING FOR MONTHLY PAID EMPLOYEES: Monthly paid employees are required to submit their leave report through PAWS each month, whether or not leave was taken.

PAYROLL TIMEKEEPING DEADLINES: The Payroll deadlines for submission and approval of time or leave are published on the Payroll website at:

www.southalabama.edu/departments/financialaffairs/payroll/resources/2019biweeklypayroll/calendar

If time or leave are not submitted <u>and</u> approved by the designated deadline, a hard copy of the timesheet or leave report, approved by the supervisor, must be submitted to Payroll. Payroll deadlines are subject to change due to holidays or inclement weather. Employees will be notified by email of any changes.

APPROVING TIME OR LEAVE: It is the responsibility of the timekeeping or leave report approver to verify the accuracy of the timesheet or leave report submitted by the employee prior to approving. If employees proxy for their approver, **employees are not permitted to approve their own time or leave**.   Proxies may only approve time or leave for those in a lower level position or salary grade.

Additional information is located on the Payroll website at:

https://www.southalabama.edu/departments/financialaffairs/payroll/

Additional information regarding timekeeping is available in the *Staff Employee Handbook* at:

https://www.southalabama.edu/departments/financialaffairs/hr/resources/staffemphandbook.pdf

If you have questions about submitting or approving time, please contact your supervisor, the Payroll Office at (251)460-6471, or Human Resources at (251)460-6133.