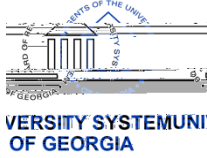


HUMAN RESOURCES ADMINISTRATIVE MANUAL
TIME AWAY FROM WORK: TIME AND LEAVE REPORTING



Time and Leave Reporting

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON TIME AND LEAVE REPORTING
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	JULY 2016
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Policy Statement

In compliance with University System of Georgia (USG) policies, the Fair Labor Standards Act (FLSA) and the Affordable Care Act (ACA), institutions are responsible for maintaining accurate daily work time records for all non-exempt employees and all part time employees.

Institutions must also maintain records of **all** absences (whether paid or unpaid) on both non-exempt and exempt employees (including faculty).

The Department of Labor and Internal Revenue Service may assess employers with significant penalties for noncompliance under both the FLSA and ACA. This policy ensures compliance with applicable laws and consistency among institutions of the University System in maintaining accurate records of work time. It also provides a high-level summary of roles and responsibilities related to leave and time approval administration.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All Human Resources and Payroll employees within the University System of Georgia should be familiar with this policy; employees and management, who may be affected by this policy, should also read and be familiar with it.

Definitions

These definitions apply to these terms as they are used in these policies and procedures:

- **Fair Labor Standards Act (FLSA):** Federal act that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

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- **Non-Exempt:** Employees who do not meet any of the Fair Labor Standards Act exemption tests and are covered by wage and hour laws regarding minimum wage, overtime pay, and hours worked. Non-exempt employees are entitled to overtime compensation for any hours worked over 40 in an established workweek.
- **Exempt:** Employees who meet one of the FLSA exemptions (i.e. Executive, Administrative or Professional) and are not entitled to overtime.
- **Exception Time Reporting:** Exempt employees reporting process which requires an Exempt Employee to only report leave time used during a pay period (i.e., sick, vacation, jury duty, etc.). If the Exempt employee has no leave to report, the only action required is the employee and manager's time sheet approval.
- **Positive Time Reporting:** Non-Exempt Employees Reporting process which requires a Non-Exempt Employee to submit a timesheet of hours worked in order to be paid. The timesheet includes regular time for all hours worked in addition to leave time taken within an established workweek.
- **Timesheet:** An official document for recording the number of hours worked and/or leave taken by an employee in a work week or pay period. The timesheet can be in a form of electronic or paper documentation.
- **Delegated Authority:**

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timesheets for their direct reports as required by the institutions' established payroll approval deadlines.

- o If primary approvers are not available to approve timesheets in accordance with the established approval dates, their responsibility must be delegated to an authorized and approved proxy.
- o An individual who is reporting time should not be responsible for approving their own time or that of their peer.

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Appendices (Internal Documents, Forms and Web Links)

- [BOR 8.2.7 Leave](#)
- [Business Practices Manual](#)
- [DOL FLSA Fact Sheet](#)
- Employee Category

Related Documents and Resources (External)

- None

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