



Pay and Timekeeping Policy

Responsible Official: Chief Operating Officer

Responsible Office: Human Resources

Policy Purpose

This policy specifies paydays and timekeeping for employees.

Policy Statement

Exempt Employees will be paid on a salary basis. Exempt Employees must be paid a set amount of money that does not change each week regardless of the quantity or quality of work performed. Nonexempt Employees may be paid on an hourly or salary basis and are eligible for overtime pursuant to the Compensatory Time and Worked Holiday Policy.

Employees will be paid in accordance with the university's standard operating procedure for payroll. Employees are required to submit their time and leave in the university's Time Keeping System. If an Employee falsifies timekeeping records, the Employee may be subject to disciplinary action, up to and including termination. Employees are paid via the university's approved direct deposit system.

Supervisors are required to review Employees' time entries for accuracy and approve both Employees' time entries and leave requests. Supervisors should be Regular Employees; however, special exceptions may be granted by the Office of Human Resources. Supervisors cannot approve their own timesheets.

Authority: Focus Act § 49-8-203, et seq.; Fair Labor Standards Act

Previous Policy: PPP-05, Pay Procedures, TBR No. 5:01:01:00

Defined Terms

A defined term has a specific meaning within the context of this policy.

Employee	An employee is anyone employed by the university in any capacity except for personnel classified as graduate assistant or student workers.
Exempt	Exempt employees are ineligible for overtime pay and compensatory time according to the Fair Labor Standards Act. ETSU permits exempt

employees compensatory time for holiday hours if they are required to work.

Non-Exempt

Non-exempt employees are eligible for overtime pay or compensatory time according to the Fair Labor Standards Act.

Regular Employee

Regular employees are personnel (1) whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, (2) who are employed on a continuing basis, and (3) who are eligible for full benefits (pro-rated based on percentage of effort).

Temporary Employee

Temporary employees are exempt (monthly) or non-exempt (hourly) personnel whose initial period of appointment or expected service is less than one year. Some temporary employees are eligible for benefits according to the Affordable Care Act.

Time Keeping System

The centralized electronic timekeeping platform used by all employees for recording hours worked (non-exempt employees) and absences (exempt and non-exempt employees).

Policy History

Effective Date:

Revised Date:

Procedures

I. Timekeeping Procedures.

A. Time Worked.

Employees should enter the exact time work began and ended for each day worked. The system will automatically calculate the hours worked. Temporary Employees will use the time clock to enter time worked.

B. Absences.

Eligible absence categories are determined by employee classification, and individual leave policies address the types of leave available. Non-exempt Regular Employees record all hours worked, banked overtime, worked holidays, and absences. For Non-Exempt Regular Employees, the working

hours plus absences must add up to 7.5 hours each day, except for those Employees whose working hours plus absence must add up to 8.0. Exempt Regular Employees must record all worked holidays and absences. Employees are to use the absence code that best describes the reason for their absence.

C. Application of Leave for Approve Absences.

If an Employee records leave in a category for which the Employee does not have enough accrued leave to cover the approved absence, the electronic system automatically deducts from the Employee's leave balances in the following order:

1. Non-exempt Employees: (1) if the sick leave balance is insufficient, the recorded hours are taken from the compensatory time balance, (2) if the compensatory time balance is insufficient, the hours are taken from the annual leave balance, (3) if the annual leave balance is insufficient, then (4) the paycheck is docked.
2. Exempt Employees: (1) if the sick leave balance is insufficient, the recorded hours are taken from the worked holiday balance, (2) if the worked holiday balance is insufficient, the hours are taken from the annual leave balance, (3) if the annual leave balance is insufficient, then (4) the paycheck is docked.

Procedure History

Effective Date: 06/17/24

Revised Date:

Related Form(s)

Scope and Applicability

Primary:

Secondary: