



EAST TENNESSEE STATE
UNIVERSITY

Time Clocks for Non-Exempt Employees

Policy Name: Time Clocks for Non-Exempt Employees

Policy Purpose

This policy specifies when and how time clock use may be implemented for non-exempt employees.

Applicability

This policy applies to Non-exempt employees.

Responsible Official, Office, and Interpretation

The Assistant Vice President for Human Resources is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of Human Resources. The Chief Operating Officer, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

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

Non-Exempt

Employees who are eligible for overtime pay or compensatory time according to the provisions of the Fair Labor Standards Act.

Time Keeping System

The centralized timekeeping platform utilized by all employees for recording hours worked (non-exempt employees) and absences (exempt and non-exempt employees). Effective July 1, 2025, this is the Voyager system.

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Policy

ETSU does not require departments to use time clocks. However, ETSU understands that certain positions benefit from the use of time clocks to record time. Before a department may utilize a time clock, the department head must contact the Office of Human Resources and receive approval.

1. Approval before Use of Time Clocks.

A department may only use a time clock to record time worked if the unit's Vice President and the Office of Human Resources provide written approval to use time clocks. Exempt employees shall not be required to clock in and out to record worked time.

2. Department Responsibilities.

Prior to July 1, 2025, department supervisors are responsible for ensuring that time clocks function properly and that any malfunctions are immediately addressed by either repairing or replacing the time clock. The employee and the supervisor shall sign each time clock timecard, certifying that the time recorded as worked is true and accurate. After the launch of the Voyager system, department supervisors are responsible for reporting any issues with the time clock in the Time Keeping System to the Office of Human Resources.

Prior to July 1, 2025, time posted in the official ETSU timekeeping record shall correspond exactly with those hours reflected on the employee's time clock timecard. Time clock timecards shall be maintained in a secure manner and retained per ETSU financial procedures. After July 1, 2025, time must be recorded in the time clock in the Time Keeping System.

All employees in a work unit must be required to record their time in the same manner. However, a supervisor may designate certain categories of employees to record their time in a different manner than other employees, so long as the method used is an ETSU-approved form or system and written approval from HR has been received.

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3. Falsifying or Tampering with Time Records.

Altering, falsifying, and/or tampering with time records, including clocking in/out for another employee, will result in disciplinary action, up to and including termination of employment.

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Procedures

Each employee subject to this policy is required to: (1) clock out/in for any meal period greater than 30 minutes; (2) clock out/in for any tasks that are not related to work; and (3) clock out punctually at the end of the workday. Any time recorded before or after the end of the normal workday is compensated. Missed clocking out/in should be reported to the supervisor immediately. Any adjustments to time clock punches are recorded in the system.

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Applicable Forms and Websites

N/A

Authority and Revisions

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

Previous Policy: PPP-74 Time Clock Policy Statement for Non-Faculty Employees

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational programs and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule-Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.