Policy 4.60
Time & Record Keeping

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
Effective Date: March 30, 2007
Last Revision Date: February 10, 2012

Policy Sections:
I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

Overview
n/a

Applicability
n/a

Policy Details

Each department is responsible for maintaining accurate time and attendance records for all employees within the department. For nonexempt staff, these records should be maintained through the Time and Attendance system (KRONOS). Exempt employees must use the Exempt Leave Tracking system in the Employee Self Service website. Each non-exempt employee must accurately record for each pay period the hours they worked.
Any changes to the hour’s employees record as worked time must be authorized by both the employee and the supervisor. The supervisor who authorizes payment of the time should have direct knowledge of the hours worked. Each department must maintain documentation supporting these changes. Employee time records are subject to review and approval by the designated timekeeper of the unit.

To maintain benefits eligibility for employees normally scheduled to work at least thirty (30) hours per week, the timekeeper will add time to those time records totaling less than thirty (30) hours per week. Timekeepers will add accrued vacation hours first, and then accrued sick hours to fulfill the thirty (30) hours requirement.

Employees who regularly work more than thirty (30) hours per week will be responsible for adding accrued, unused vacation or sick leave, as approved by their supervisor, to their time record by the established payroll deadline. Employees will be paid for only the hours they record. Timekeepers will not add hours to the employee’s record to total her/his normal schedule unless a full-time employee falls below the 30 hour threshold.

Example: If an employee works (thirty-nine) 39 hours per week and does not clock the additional hour as paid leave, he/she will be paid for (thirty-nine) 39 hours. The timekeeper is not required to take action to bridge the time to forty (40) hours.

Timekeepers will continue to follow up with employees who have missing punches. A missed clock-in/out should be a rare exception, not the norm.

Repeatedly missing clock-ins/outs or failing to bridge hours will result in discipline up to and including termination. Departments will establish an appropriate process to determine a threshold of the number of “incidents of failure to follow clocking procedures” before initiating corrective discipline and will document repeat violations as a performance issue.

Definitions

n/a

Related Links

- Current Version of This Policy: [http://policies.emory.edu/4.60](http://policies.emory.edu/4.60)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Clarification of Policy</td>
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Revision History

- Version Published on: **Feb 10, 2012**
- Version Published on: **May 07, 2007 (Amended 05/07)**