

Policy on Timekeeping and Reporting

HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised:
November 3, 2016

Supersedes:

Related Policies:
Holiday Pay; Standard Business Hours; Department and Staff Work Schedules

Responsible Office/Department:
Human Resources Management

Keywords: time tracking; attendance; absences; paid time off; overtime compensation

I. Purpose and Scope

Time records constitute the basis for payment of wages and of university-authorized paid time off. This policy is intended to promote the efficient processing of payroll and in order to comply with applicable federal and state laws, accurate and timely recording and reporting of time worked is essential. This policy applies to all employees for the recording and reporting of university-authorized paid time off and to non-exempt employees for the recording and reporting of actual hours worked.

II. Definitions

Paid time off is university-authorized accrued vacation, sick time, holidays and other compensated time off.

III. Policy

It is the policy of the university to comply with applicable wage and hour laws. Employees and their supervisors share responsibility to accurately and timely account for time worked and paid time off.

All employees must accurately report paid time off to their supervisors or designees charged with recording paid time off.

Supervisors or their designees must report absences due to illness of more than five (5) days to Human Resources Management (HRM-Benefits).

IV. Additional Information

Any employee who consistently inaccurately reports time worked or who improperly reports paid time off is subject to

disciplinary action up to and including termination. Any employee who knowingly and through any means inaccurately reports time spent working or paid time off is subject to disciplinary action up to and including termination. In instances in which fraud and/or other potential criminal law violations may be indicated, NUPD will be consulted.

Overtime compensation is paid consistent with applicable laws.

V. Contact Information

For questions and/or for more information about this Policy, please contact the HRM Service Center

250 Columbus Place; 617-373-2230; HRMInfo@northeastern.edu