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# Truman State University Policies

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## Policies

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### About This Policy

**Effective Date:** May 1, 2014

**Responsible University Office:** Business Office – Payroll Section

**Responsible University Administrator:** Comptroller

### Policy Feedback

If you have comments or questions about time card reporting for hourly employees, please contact the Comptroller at 660-785-4150. If you have questions regarding the classification of a position as exempt or non-exempt, please contact Human Resources at 660-785-4031.

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## Reporting Hours Worked (Non-Exempt and Hourly Workers)

### Policy Statement

The United States Department of Labor, Wage, and Hour Division provides compliance assistance for the Fair Labor Standards Act (FLSA). The FLSA establishes rules in several areas including overtime pay and recordkeeping for hourly paid employees.

### Reporting Hours Worked – hourly paid employees

In compliance with the FLSA, Truman must maintain accurate daily records of work time for all hourly employees. Such records must document hours actually worked, rather than hours scheduled to work. Absences (whether paid or unpaid) must be reported to Payroll via end of month time sheets.

### Overtime Pay

Under the FLSA, hourly employees are to be paid 1.5 times their regular rate of pay for all hours worked over 40 in a workweek. Truman is more liberal than FLSA with regard to the calculation of a 40 hour workweek. Hours worked in a workweek will include actual hours worked plus any

holiday, vacation, or other paid approved leave hours except compensatory time. Hourly paid Physical Plant workers should consult the union agreement.

### **Recordkeeping**

Under the FLSA, daily attendance and job time records must be maintained for all hourly employees. At Truman, the hourly employee's supervisor is responsible for ensuring that all records are current and accurate and are forwarded to Payroll by the 6<sup>th</sup> day of the month for all full-time employees. Supervisors that knowingly approve and forward false time cards to Payroll are subject to disciplinary action.

Employees are responsible for accurately reporting time. An employee who falsifies a time record is subject to disciplinary action.

Overtime earned and compensatory time earned/taken must be included on the end of the month time sheet submitted to payroll as part of regular reporting.

### **Authorization for Overtime**

Hourly paid employees should not work overtime without obtaining prior approval from their supervisor. However, according to the FLSA regulations, if overtime is worked it must be paid. Employees working overtime without advance approval may be subject to disciplinary action.

Supervisors approving overtime are responsible for assuring there are funds in the budget to pay the overtime. Budget transfers are required to fund overtime costs if there is a shortfall.

### **Compensatory Time**

Hourly paid employees may select compensatory time rather than overtime. If compensatory time is selected, the hourly employee is given 1.5 times the hours worked to be taken at a later date upon approval of their supervisor. Overtime taken as compensatory time off may be paid out at the hourly employee's written request. If sufficient funds are not already budgeted for this payment, the supervisor is responsible for making sure funds are transferred into the budget to cover the costs.