

# EMPLOYEE TIME AND EFFORT REPORTING

Reviewed and approved by University Council on December 10, 2009

## 1. PURPOSE AND COVERAGE

1.1 This document establishes UHCL guidelines for preparing and submitting employee time and effort reports to meet state and federal regulations.

1.2 These guidelines apply to all employees, regardless of the source of funds from which the salary is paid.

## 2. DEFINITIONS

2.1 Benefits-eligible employee - one who is employed for at least 20 hours per week on a regular basis for a period of at least 4.5 continuous months, excluding students employed in positions which require student status as a condition of employment.

2.2 Employee - an individual employed by UHCL, regardless of the source of funds, and paid through the automated payroll system, including faculty, executives, exempt staff, non-exempt staff, and student workers.

2.3 Time and effort report - (TAE) - the form which is used to record and certify time worked and periods of paid and unpaid leave taken during a pay period. Commonly referred to as timesheet.

2.4 Leave request - the UHCL Leave Request form which documents approval to take leave

## 3. POLICY

3.1 State agencies, including higher education institutions, are required to maintain time and effort reports of vacation and sick leave accrual, absences and the reasons for absences (whether from sickness, vacation or other paid leave) and leave without pay for all regular, benefits-eligible employees.

3.2 The record keeping provisions of the Fair Labor Standards Act (FLSA) requires state agencies to maintain employee records of wages, hours, and other related information.

3.3 The records described in 2.3 and 2.4 are available for public inspection, in compliance with the provisions of the Texas Public Information Act. These records are also considered government documents.

3.4 The Texas Penal Code §37.10.3, provides that intentional destruction, concealment, removal, or otherwise impairing the content, legibility, or availability of a government document may be a Class C misdemeanor or a felony, depending on the circumstances.

3.5 In addition, intentional falsification, removal, concealment, or impairing the content or legibility of such a report may be considered grounds for disciplinary action, up to and including termination of employment.

3.7 UHCL employees, including student employees, are required to observe the provisions of this policy for preparing, certifying and submitting time and effort reports.

3.8 Nothing in this policy and its provisions or procedures may be used as the basis for discrimination against any individual group.

## 4. POLICY PROVISIONS

4.1 Each Non-exempt (hourly) employee is required to prepare a time and effort report detailing hours worked and hours to be deducted for vacation, sick leave, or other periods not at work during regularly scheduled work days. Each non-exempt employee must sign and date the time and effort report to certify its accuracy. The supervisor of each non-exempt employee must sign and date the time and effort report to certify the accuracy of the information reported.

4.2 Leave requests covering all periods of absence from work during regularly scheduled work time during each pay period must be signed and attached to the TAE report of any benefits-eligible non-exempt employee. Paid and unpaid leave reported on the TAE must agree with the amount of paid and unpaid leave reported on the leave request. The first two (2) copies of the leave request form (white copy and yellow copy) should be attached to the TAE.

4.3 Correctly completed time and effort reports for non-exempt employees must be delivered to the UHCL Office of Human Resources in accordance with the published payroll calendar deadlines.

4.4 Each exempt (monthly) employee is required to document leave taken in the Time and Labor system which is accessed through People Advantage Self Service (P. A. S. S.). Employees document all types of leave including the amount of time taken for each day during the month. Time Approvers approve all reported time in Time and Labor. Payroll Approvers approve all payable time in Time and Labor. Time reported in Time and Labor must be documented on a Leave Request Form and approved by the employee's supervisor.

4.5 For employees paid from contract and grant accounts, the approval authority must be an individual with knowledge of 100% of the employee's activities.

4.6 The Chancellor of the UH System, or a designee, will approve time and effort reports for the President of UHCL.

William A. Staples

Title: President  
University of Houston-Clear Lake

Approval Date: April 22, 1999

Sunset Date: December 10, 2019