

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Human Resources

Number: 02.F.03

AREA: General

SUBJECT: Employee Time and Effort Reporting

I. PURPOSE

This document establishes guidelines for preparing and submitting employee time reports to meet state and federal regulations. These guidelines apply to all employees of the University of Houston Clear Lake (UHCL) regardless of appointment type or the source of funds from which the employee is paid.

II. POLICY

- 2.1. State agencies are required to maintain time 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. A regular benefits-eligible employee is defined as one who is employed for at least 20 hours per week on a regular basis for a period of at least four and one-half continuous months, excluding students employed in positions which require student status as a condition of employment.
- 2.2. State agencies are required to maintain employee records on wages, hours and other items in accordance with the Fair Labor Standards Act of 1938 (FLSA) and record-keeping provisions of the U.S. Department of Labor.
- 2.3. The records described above are available for public inspection, in keeping with the provisions of the Texas Public Information Act.
- 2.4. UHCL's human resources department has established and published procedures to ensure compliance with these regulations.
- 2.5. Each non-exempt employee is required to clock in and clock out to record time worked by entering in and out punches on a web clock or time collection device, and submit absence requests for time to be deducted for vacation, sick leave or other periods not at work during regularly scheduled workdays. Each timesheet must be reviewed and approved by the employee's supervisor (or designee, in the supervisor's absence) to ensure time worked and leave taken are accurately recorded.
- 2.6. Each benefits-eligible exempt employee (including faculty, administrative and professional staff) is required to submit absence requests in the Personal Advantage Self Service (P.A.S.S.) for time to be deducted for vacation, sick leave or other periods not at work during regularly scheduled workdays, as applicable.

- 2.7. Timesheets for all non-exempt employees must be reviewed and approved by the department payroll administrator (or designee, in the department payroll administrator's absence) by the deadline established to ensure timely payment. A UH System payroll calendar will be published reflecting timesheet due dates each fiscal year that will be updated as necessary.
- 2.8 The university receives federal funds for conducting sponsored research has implemented an effort certification process that complies with the requirements set forth in the Office of Management and Budget (OMB) Uniform Guidance or Part 200 – uniform administrative requirements, cost principles, and audit requirements for federal awards.

III. REVIEW AND RESPONSIBILITY

Responsible Parties: Vice president Administration and Finance
Review: Every 5 years

IV. APPROVAL


Mark Denney Mark Denney (Apr 1, 2021 15:29 CDT)
Vice President Administration and Finance


Dr. Ira Blake
President

Date: 04/08/2021

V. REVISION LOG

Revision Number	Approval Date	Description of Changes
1	4/22/99	Policy No. ULC 1999.02 approved.
2	12/10/09	University Council reviewed and approved.
3	12/10/19	Policy sunset.

4	04/08/21	ULC reviewed policy and determined policy to be outdated and out of compliance with UH SAM. Recommended adopting UH SAM 02.F.03. Approved by ULC.
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VI. REFERENCE

- [Leaves of Absence 02.D.04](#)
- [Family Medical Leave Act \(FMLA\)](#)
- [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement.](#)