

10.8 Time Reporting

Policy Statement

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Georgia Tech to keep an accurate record of time worked in order to calculate employee pay and benefits.

Reason for Policy

To provide instructions on how to accurately report time worked

Entities Affected By This Policy

All bi-weekly paid employees (Regular, Temporary, Retired/Working, or Students) within the Georgia Institute of Technology should be aware of this policy.

Who Should Read This Policy

All bi-weekly paid employees (Regular, Temporary, Retired/Working, or Students) within the Georgia Institute of Technology should be aware of this policy.

Contacts

Contact	Phone	Email/URL
OHR Payroll	404-894-4614	www.ohr.gatech.edu/payroll

Related Documents/Resources

Bi-Weekly Time Document

Definitions

Time worked- all time actually spent on the job performing assigned duties

Overview

A preprinted form is used for time reporting for all bi-weekly paid employees (Regular, Temporary, Retired/Working, or Students), excluding employees whose time is managed via Kronos or Deltex power users (i.e, Auxiliary Services/GTRI). The Bi-weekly Time Document reports hours worked and other compensated time such as vacation, sick leave, jury duty, and holidays. A document is issued for each bi-weekly pay cycle, which ends midnight Wednesday.

The top section of the form, "*Time Report*," is used by the employee and supervisor for recording the employee's time. The bottom section of the form, "*Time Distribution*," distributes hours to the appropriate accounts. Recorded hours in both sections must be the same totals.

The work department prints the time documents for their area and distributes to the employees. The original document is processed and maintained as a permanent record in the Work Department.

Altering, falsifying, tampering with time documents/records, or recording time on another employee's time record demonstrates a breach of integrity, is in violation of our Code of Ethics, and will result in disciplinary action, up to and including termination of employment.

Process/Procedures

Preparation of the Time Document

The following information is preprinted on the time document:

1. **Employee's Name** - last, first, middle initial
2. **Employee's PeopleSoft ID#**
3. **Pay Period End Date** - (MM/DD/YY, always Wednesday)
4. **Work Department** - department in which work was performed
5. **Home Department** - department that administers the employee and to which the employee is responsible.
6. **Pay Group Description** (i.e., Bi-weekly, Staff-Benefits)
7. **Project Number**
8. **Hours Worked** - standard hours must be entered in the 'top section' (Time Reporting) for each day worked and the totals for each week must agree with the 'bottom section' (Time Distribution) of the time document. The project (account) number will be preprinted from the earnings distribution section of the employee's job record. The Time Distribution section allows for different/additional project (account) information for the distribution of the employee's expenditures for the pay period.
9. **Days and Dates of each Week**

If any preprinted information is incorrect, draw a line through the incorrect data and write the correct information in the same space. If a preprinted time document is not available, use a blank form.

The employee must record the number of hours worked and/or compensated in the appropriate blocks as follows:

Hours Worked - actual number of hours worked; partial hours should be entered to the nearest tenth of an hour, expressed as a decimal equivalent:

- .1 = 6 minutes
- .2 = 12 minutes
- .3 = 18 minutes
- .4 = 24 minutes
- .5 = 30 minutes
- .6 = 36 minutes
- .7 = 42 minutes
- .8 = 48 minutes
- .9 = 54 minutes

Compensated Hours - vacation or sick hours

Other Hours - time reported other than vacation hours, sick hours, or hours worked such as holiday, jury duty, or campus closed hours

Other Hour Codes - codes for "other hours" paid are as follows:

- Hol = Holiday
- Jry = Jury Duty

- CCD = Campus Closed
- CLL = Call Back
- Mil = Military Duty
- UNC = Uncompensated (Hours recorded in excess of vacation/sick balance(s))
- Furlough

Totals - hours are totaled under each column and for each week in the first block

Employee's Signature - must be signed by employee; an unsigned time document may result in a delay in receiving a paycheck. Time documents not signed by the employee are acceptable only when an employee is on an excused absence or is being paid in conjunction with termination of employment and is not available to sign the report. For either exception, the supervisor should note the reason for non-signature in the signature space. For those using time clocks or online entry, the use of the Buzz Card swipe and the logging into the secured system, capturing the login, date and time stamp, are considered as legal signatures.

Supervisor's Signature - the report must be signed by the Supervisor. The supervisor's electronic signature is considered as a legal signature.

In compliance with the Georgia General Assembly Code 10-12-4 (d), when a rule of law requires a signature, an electronic record satisfies that rule of law.

The Time Distribution half of the form must be approved as preprinted and updated to reflect any differences in preprinted expense accounts and actual. In the case of a temporary employee, all time distribution must be recorded. Any expense accounts to be charged should be written in if they have not been preprinted.

The total number of hours in the Time Distribution must agree with the total hours in the Time report.

The department head or an authorized representative must sign the Bi-weekly Time Document. Space for a second department signature may be used at the discretion of the department head, if the guidelines of the department require it.

Departments will enter the Time Documents for the two weeks of the bi-weekly pay period no later than 5:00 p.m. on Friday following the bi-weekly period which ends on Wednesday at midnight. The ORIGINAL should be maintained in the Work Department. The Home Department copy should be forwarded to the employee's Home Department if different from the Work Department.

Questions regarding completion of the Bi-weekly Time Document should be addressed to the Payroll representative responsible for bi-weekly payroll processing for your department.

Responsibilities

The responsibilities each party has in connection with Time Reporting are:

Party	Responsibility
AVP-OHR	Ensure compliance with policy.
Payroll	Offer assistance with policy interpretation and administer policy.

Forms

Time Document



TimeDocforProcedur
esUpdate102209.xlsx

Appendices

None