STOCKTON UNIVERSITY

PROCEDURE

Time and Attendance Reporting
Procedure Administrator: Director of Disbursement Services Authority: Effective Date: February 24, 1975; September 6, 1977; May 30, 2009; August 10, 2010; October 8, 2020 Index Cross-References: Procedure 6153 – Leaves of Absence Procedure File Number: 6119 Approved By: Dr. Harvey Kesselman, President

I. GENERAL GUIDELINES

The Payroll Department processes and approves employee timesheets using the Web Time Entry (WTE) software. Electronic approvals via WTE are used for the purpose of recording, verifying, and authorizing the payment of salary and overtime to employees. A time-clock system is an alternative software used for tracking employee time worked. The time-clock system produces a file each pay period that is imported into the WTE payroll system. The time-clock system may be utilized by departments at the discretion of the Divisional Executive.

The annual payroll calendar provides information on the pay periods, WTE due dates, and pay dates. This information can be found on the Employee tab of the University *GoPortal*.

II. RESPONSIBILITIES

A. Web Time Entry

Each employee assigned a WTE timesheet must submit their electronic timesheet, in the employee's administrative unit, at the end of each pay period. Electronic submission must be completed by the deadline identified on the annual payroll calendar. Time cannot be reported in less than 1/4-hour increments. Leaves of absence (vacation, sick, etc.) must be taken in accordance with University Procedure 6153 – Leaves of Absence.

All timesheets must be reviewed and approved by the authorized Budget Unit Manager by the deadline identified on the annual payroll calendar. Individuals that are budget unit managers may not approve their own time entries.

B. Time-Clock Entry

Each employee assigned to submit time via the time-clock system must swipe in/out utilizing their University provided identification card. Supervisors must review time reports, acknowledge time posted, and provide exception reports for errors or missing data. Department staff can assist with exception posting and

tracking as required to complete submission.

Budget Unit Managers must review and approve time submitted through the time-clock system.

III. TIME REPORTING CATEGORIES

The following categories are to be used on the WTE system to record time:

- Comp Time Earned – Straight
- Comp Time Earned – 1.5x
- Furlough
- Court Duty
- Personal Leave
- Self-Directed Furlough
- Sick Leave
- Vacation
- Unpaid Leave
- Student Employees

- Student Federal Work Study
- Paid Sick Leave
- Comp Time Taken
- Overtime Athletic Events 1.5
- Overtime Events Set-up
- Overtime – Holiday
- Overtime – Project Support
- Overtime – Regular 1.5
- Overtime – Straight Time 1.0
- Union Activity

Other categories may be added from time to time as necessary or appropriate.

IV. CHANGE/CORRECTION OF TIME REPORTED

If a change or correction is required after time submission, a recap sheet must be completed by the employee, signed by the appropriate supervisor and/or Budget Unit Manager, and submitted to the Payroll Department.

V. EXCEPTIONS

In the event that the time reporting procedure must be modified due to a holiday, the Payroll Department will advise the campus community.

Review History:

	Date
Procedure Administrator	06/01/2020
Divisional Executive	06/16/2020
General Counsel	09/17/2020
Cabinet	10/08/2020
President	10/08/2020