

ADP eTime Policies and Procedures

(8/06/09)

eTime is the ADP automated time entry system chosen by the University System of Georgia for recording work time, time off and leave requests. The two primary uses of eTime are:

- Non-exempt bi-weekly, student and casual labor employees record work and exception time to be approved by their supervisor for purposes of calculating and processing payroll payments prior to each bi-weekly pay cycle.
- Exempt monthly paid employees, including benefitted faculty and administrative staff, utilize eTime to request and record exception sick and vacation (monthly staff only) time off.

Note: Non-benefitted, monthly paid, part-time Faculty and Graduate Assistants do not utilize eTime unless they supervise employees and need to approve their work time.

Section 1: Recording Work and Time Off Requests

1.0 eTime Timecard Groups -

1.0.1 Project View Employees (bi-weekly) are non-exempt, benefitted employees who record time worked and specific time off via computer stations. Such employees have a set schedule and enter the total number of hours worked each day.

1.0.2 Time Clock Employees are bi-weekly, non-exempt, benefitted employees (Physical Plant and Public Safety) who punch in/out via time clocks.

1.0.3 Time Stamp Employees are students and casual labor employees who punch in/out time via an assigned computer terminal.

1.0.4 Project View Employees (monthly) are exempt, benefitted faculty and staff who need only to record time off via computer stations.

1.1 Designated Time Stations (where applicable) – All employees (casual labor and students) who must punch in/out will be assigned a specific computer terminal to enter time. These employees **must** use this specific assigned computer terminal to punch in/out.

1.2 Failure to Punch In/Out – Failure to completely record a work period by clocking in and out creates a “missed punch” in the eTime application. Any uncorrected missed punches during a two week pay period prevents any work time for that period from loading to the ADP Payroll System, thus causing the employee to be not paid for that pay period. Supervisors are responsible for ensuring that time cards, for which they are responsible, contain no missed punches prior to approving their employees’ work and exception time. Continued neglect by an employee to punch in/out (compared to the average failed

punches within the employee's specific department) may be cause for progressive discipline.

1.3 Entering In/Out Time When Away From University – If a Time Stamp or Time Clock employee is away from the University on official business (conference, training opportunity, etc.), the respective supervisor would enter the time worked on the employee's eTimecard prior to approving time at the end of the pay period.

1.4 Punching in Prior to Grace Period – eTime has two different rules that affect the rounding of punches on the time card. Only Time Stamp (casual labor and student employees) and Time Clock employees (bi-weekly benefitted, Physical Plant and Public Safety) are affected by these rules. A grace period refers to the 10-minutes prior to or after a SCHEDULED clock in or out. This rule is referred to as **change points**. Time Stamp users are not subject to change points and their time will be rounded using the standard rounding rules.

1.4.1 Change Point (Grace Period) – Physical Plant and Public Safety Time Clock Users:

- ✓ 10-minutes before scheduled clock in and up to 10-minutes after clock in will be rounded to the scheduled clock in.
- ✓ 10-minutes before clock out and up to 10-minutes after clock out will be rounded to scheduled clock out.
- ✓ Note: The above is true for employees who are on a schedule and are working a scheduled day (Bi-weekly benefitted employees).
Casual labor and student employees do not have schedules.
Any clock in/out prior to or after the 10-minute grace period will be subject to the rounding rules.

1.4.2 Rounding rules: Apply to Time Stamp and Time Clock Employees

Based on 15-minute intervals:

- 0 - 7 minutes in the interval, rounds back (previous quarter hour)
- 8 - 15 minutes in the interval, rounds forward (next quarter hour)

Failure to abide by approved work schedules will result in progressive discipline.

1.5 Misuse of eTime Entry or Leave Recording – Allowing another employee to punch in/out for an employee will constitute falsification of a record and will result in progressive discipline of both individuals up to including termination. Additionally, students are subject to the student judicial process.

1.6 Working Hours – The University and its respective departments have set administrative hours and must remain open each day from 8 a.m. – 5 p.m. Working hours are the designated hours that an employee is scheduled to work each day, e.g., 8 a.m. to 5 p.m., 7:30 a.m. to 4:30 p.m. etc. and are structured throughout the University.

1.7 Meal Periods – The University highly encourages all employees to have a meal period; the ADP system has been configured to include sixty (60) minutes unless otherwise approved and entered in the ADP module. All meal periods of thirty (30) minutes or longer are non-compensable.

- ✓ Project View benefitted, bi-weekly/monthly employees do not clock in or out for established meal periods.
- ✓ Time Stamp employees (casual labor and students) are expected to punch in/out for meal periods as well as when not on the job (doctor appointment, classes, etc.)
- ✓ Time Clock employees will not need to punch in/out for established meal periods. However, Time Clock employees are expected to punch in/out when not on the job (doctor appointments, classes, etc.).

1.7.1 Pre-Set Lunch Periods – If a non-exempt employee chooses to change the length of their meal period for a specific day(s), they must seek supervisor approval to override their preset lunch period.

1.8 Employee Breaks – The University allows employees, who normally work an eight (8) hour day, a **15-minute break** between two-equal periods of time worked (one in the morning and one in the afternoon). Breaks are not to be combined during the day nor are they to be used by an employee to come in after their start time or to leave earlier at the end of the day. Breaks cannot be combined with a person's lunch period. An employee does not need to clock in or out for breaks.

1.9 Overtime and/or Compensatory Time – All compensatory time/overtime over forty (40) hours must be **pre-approved** at the Vice President level. Overtime or compensatory time is computed on strictly **hours actually worked** (use of sick leave and/or annual leave do not count towards the total hours).

1.9.1 Only student employees, casual labor employees and Public Safety employees will automatically be paid pre-approved overtime in lieu of compensatory time. The new ADP system is configured that hours worker over forty (40) will be designated as comp time for all other employees. Exceptions must be pre-approved at the Vice President level.

1.9.2 All comp time will appear in a Comp Time bank for the employee to begin using. After twenty (20) weeks from the Tuesday the comp time was placed in the employee's bank, if the comp time has not been used, eTime will process the comp time to be paid in the upcoming pay period. An employee cannot accumulate more than sixty (60) hours of compensatory time according to Board policy.

1.10 Student employees enrolled in a minimum of six (6) hours can only work a maximum of twenty-five (25) hours in a workweek during the Fall and Spring semesters; exceptions are made during semester breaks and the summer months, if the student is not attending summer school. **International student employees** can only work a maximum of twenty (20) hours a semester. **A PAF must be submitted to Human Resources when a student employee leaves for the summer months; consequently new paperwork must be submitted through the University's PeopleAdmin system when a student returns to employment.**

1.11 Holiday Pay – In order to receive holiday pay, a non-exempt, benefitted employee must have worked the day before and after the holiday. If a person has officially taken vacation time off on the day before and/or after the holiday, the employee will be paid for the holiday. If a non-exempt, benefitted employee works on a holiday, they receive holiday pay in addition to the actual hours worked on that day.

Section 2: eTime Approvals and Payroll Processing

- 2.0** Employees cannot begin work until Human Resources has received all paperwork including the Hiring Proposal and the new employee has completed the onboarding (orientation) process in Human Resources. They can begin recording their time in eTime after they have worked one day.
- 2.1** The eTime System will not transfer work and/or exception time to the ADP Payroll System or employee work time with missed punches, at the end of each bi-weekly pay period without employee and supervisor approval. Additionally, unexcused absences of bi-weekly Project View employees will result in a reduction of pay for the time recorded as unexcused absences.
- 2.2** Employees and supervisors are required to approve work and exception time at the end of each bi-weekly pay period prior to 9AM on the Monday following the end of the pay period. Payroll schedules are available at:
<http://services.georgiasouthern.edu/payroll/payrollSchedule.htm>
- 2.2.1** ADP and the University System impose a strict deadline of noon on the Tuesday following the Monday 9:00AM approval deadline for the Payroll Office to complete payroll processing, balancing and verification. In order to never jeopardize the institution-wide payroll, the supervisor-approval, Monday deadline will be strictly enforced.
- 2.3 eTime Approvals** – An individual must approve his/her eTimecard prior to submitting to their supervisor. Casual Labor employees and Retired Faculty **cannot** approve another person's eTimecard. Only benefitted employees can approve time. All Time Clock and Time Stamp employees should review for accuracy, missed punches and completeness of their eTime submissions prior to the payroll deadline and report any changes to their supervisors.
- 2.4 Approving eTime by Managers/Supervisors** - Repetitive failure of managers/supervisors not approving eTimecards for their employees and verifying for accuracy of time and leave will be cause for progressive discipline. Supervisors should approve time and leave throughout the pay period. Supervisors must approve an employee eTimecard at the end of each pay cycle. Employees with unapproved time or an eTimecard not approved by the supervisor will not be paid.
- 2.5 eTime Definitions of Timecard Reports-To and Supervisor**
- 2.5.1 Reports-To:** The person/manager who approves time-off and leave requests and approves time-off taken for the particular employee.
- 2.5.2 Supervisor:** The person who is responsible for the approval and management of time keeping for the employee.

2.6 Proxy / Delegate Authority: The Delegate Authority feature in ADP lets a manager temporarily assign timekeeping tasks to another **manager**. This feature helps to keep business processes moving even when the immediate manager is not there. The delegation request is sent to the manager-delegate's inbox for him/her to accept or decline. The employee the immediate manager chooses as a manager-delegate should be in the immediate manager's department and should be able to verify that the staff has worked these hours. This means that they must have interaction with the immediate manager's staff. They also must be at the same level of authority. The immediate manager cannot delegate to a lower level manager. The immediate manager should discuss and seek approval from their upper level manager regarding whom they chose to delegate this authority. The immediate manager may prefer that the upper level manager approve time while they are gone.

Section 3: Time Off and Leave Requests/Approvals

3.0 Time Off Requests: All Project View and Time Clock, benefitted employees (monthly and bi-weekly) must request sick and/or vacation time-off through eTime. Benefitted faculty use eTime to record sick time-off taken.

3.1 Project View Faculty and Exempt Staff must go in and approve their time card in eTime every month regardless if they take any annual and/or sick time off. Faculty report only sick time off. Employee approval of prior months' exception time (vacation and/or sick time off) must be recorded prior to the 10th calendar day of each month.

3.2 Supervisors of Project View Faculty and Exempt Staff must approve exception time (vacation and/or sick time off) by the 10th calendar day of each month. Supervisor approval is required on each active employee's time card regardless if time off was taken for the prior month or not. The eTime system runs an automated process on the 28th of each month to grant/accrue monthly increases in leave benefits to eligible benefitted employees.

3.3 Leave of Absence – When appropriate, the following designations must be utilized by clicking on the leave request dropdown menu in eTime: Funeral Leave, Jury Leave, Family Medical Leave, or Military Leave). Paperwork must be completed and sent to Human Resources for proper recording.

3.3.1 Employees out on a sabbatical or extended leave are not required to record their time in eTime. Nonetheless, an approved Personnel Action Form must be completed and submitted to the Department of Human Resources.

3.4 Leave of Absence Without Pay – Supervisors are required to enter a comment on the employee's eTimecard.

Resources:

Many training and information documents have been developed to assist employees and managers use the eTime application. All training and resource materials are located on the Georgia Southern ADP Web site. <http://jobs.georgiasouthern.edu/ADP/training.htm>