

## **POLICY**

### **Payroll – Time and Attendance**

Topic: <b>Sponsored Awards Admin &amp; Mgmt</b>	Department: <b>Grants</b>	Policy No: <b>5.130.01</b>	Effective Date: <b>12/26/14</b>	Page No: <b>1 of 2</b>
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**Purpose:** Properly completed, signed, and approved time reports are advantageous to the Boyce Thomson Institute for Plant Research (BTI) because they provide documentation of every employee's actual hours worked; overtime hours worked; and time off, including administrative leave, holiday leave, personal time off (PTO), and leave without pay. Accurate completion of BTI's time reporting requirements can be invaluable to BTI in the event of personnel actions by employees against BTI or audits by local wage and hour authorities or other regulatory authorities. In addition, compensation can be accurately charged to various activities according to actual hours spent working rather than arbitrary time allocations. Accuracy and documentation are required for compliance with federal contract and grant regulations, and are important in evaluating budget effectiveness and substantiating expense allocations of unrelated business income tax (in the event of an IRS audit).

**Policy:** Time and Attendance Reporting:

1. It is the policy of BTI that all employees accurately report all time worked on BTI projects via the electronic web time portal Paylocity.
2. Allocations of effort among different activities must be made on a reasonable, equitable, and consistent basis, recognizing that research, clinical and administrative activity are often inextricably intertwined and estimates will be necessary in some cases.
3. The standard practice of BTI is to pay for hours worked and other hours to be paid in the payroll period in which they are reported.
4. Employees will accurately record in Paylocity all hours worked and all approved non-worked time hours.
5. Hourly employees are required to enter all hours worked in Paylocity
6. Salary Non-Exempt employees are required to verify the hours worked from their assigned schedule and make any necessary changes including PTO or adjustment to meal periods.
7. Salary Exempt employees are required to track PTO and all non work time
8. Punctuality is expected of all employees.
  - Chronic tardiness will result in disciplinary action.
9. Employees must immediately notify their manager or manager's designee if the system malfunctions.
10. Unless the department manager has instituted a department specific procedure specifying otherwise, non-exempt employees need to make adjustments for a meal period only if the time taken will be less than or exceed the regularly allotted amount of time.

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11. The following situations require special entries:

- Paid time off.
- Jury duty.
- Bereavement leave.
- Other designated adjustments.

#### Adjustments, Errors and Corrections:

- Human Resources or designee is required to review time and attendance records, initiate adjustments, and approve each document no later than 12 noon on the Tuesday following the pay period end.
- HR maintains documentation of all payroll adjustments to ensure that all adjustments are captured and recorded accurately.
  - The payroll adjustments are maintained in the employee Payroll file.
- The following situations require manual entry adjustments which must be noted and approved by Human Resources or designee.
  - Missed clocking transaction for time worked.
  - Missed meal period taken.
  - Missed clocking transaction for non-worked time.
- Unauthorized and authorized overtime will automatically be paid at the appropriate rates, but the employee may also be subject to disciplinary action if they have violated BTI policy.
- Manual checks will be prepared on a per case basis for employee errors that result in late, incomplete, inaccurate, or missing entries.
- Chronic employee errors that result in time records that are late, incomplete, and inaccurate or have missing entries will result in disciplinary action.
- Errors made by BTI of four hours or more will be manually corrected in the next special check run.
  - Errors of less than four hours will be corrected on the next regular pay check.
- Employees are not entitled to retain wage overpayments and are expected to report such errors immediately to their manager upon becoming aware of them, so repayment can be arranged.
  - Willful failure to disclose an overpayment on a pay check may be grounds for dismissal.