Timekeeping and Reporting Policy

New Jersey Institute of Technology (NJIT) **University Policies** **Sponsoring Functional Area:** Payroll **Subject/Title:** Timekeeping and Reporting Policy	**Effective Date:** 10 / 8 , 2021 **Date Last Reviewed:** 10/5 , 2021

1. PURPOSE and SCOPE

Timekeeping records constitute the basis for the payment of wages as well as recording of University recognized sick, vacation, personal or other sanctioned leave usage. The purpose of this policy is to clarify the roles and responsibilities of all employees as it relates to timekeeping and reporting. This policy addresses compliance with applicable Federal and State laws related to accurate and timely reporting of time worked or leave taken in the University's official timekeeping system within Banner Self Service. NJIT's secure web-based time entry (WTE) system transmits data through electronic timesheets and promotes the efficient processing of payroll.

NJIT follows a bi-weekly payroll schedule. The Web Time entry typically closes on Wednesday at 9:00 PM following the week after the pay date. All 'Employees and Timekeepers' must enter time/leave taken by Wednesday 9:00 PM and all 'Approvers' must approve by Thursday at 9:00 PM. Any changes to this schedule (primarily due to a Holiday closure) are communicated by the Payroll Department.

This policy is applicable to all Full time, Part time, and Temporary employees. **Please recognize that the timesheet is an essential document that coincides with the University's Fiduciary Responsibility Policy. Thus, any employee who knowingly and inaccurately reports hours worked or leave hours (paid or unpaid), is subject to disciplinary action.**

2. ROLES

    A. "Employees" are responsible for entering their time (time worked and/or leave taken) in a timely manner.

B. "Timekeepers/Designee" are employees who work within the departments to enter time worked or leave taken against the departmental account based on what was reported to them.

C. "Approvers" are supervisors or individuals who have been delegated authority by their department head to review, verify, and approve the timesheets and leave reports for all the employees who report to them.

D. "Proxy" is an employee authorized by the department head to act on the Approver's behalf, and who has the ability to perform the same functions.

3. RESPONSIBILITIES

A. Recording Time

1. **Timekeepers/Designee** are responsible for accurately recording hours worked and/or leave taken into the web-based time entry system adhering to calendar deadlines defined by the Payroll Department.

2. **All Full-time employees (or their Designee)** are required to report all work absences, specifically sick, vacation, or personal leave usage for that specific pay period into the Web Time Entry System. It is the responsibility of employees to manage their leave balances. Employees must be aware if leave usage exceeds the leave balance, it will have a negative impact on their paycheck. Leave reports not submitted on a timely basis will result in salaried employees leave not being charged appropriately to the proper leave banks such as sick, vacation, and personal. Note that timekeeping rules require that no employee is to approve his/her own electronic or manual timesheet. It must be approved by the one-up supervisor or by the designated proxy.

   In addition, **full-time non-exempt employees**[1] eligible for overtime pay must promptly record approved overtime hours into the Web Time Entry System.

3. **TimeClock Plus (TCP):** The TCP module is used to record time for some employees who work within Building Services, Facilities Services, Facilities Systems, Technical Services, and Transportation Services. AFSCME employees are required to utilize the electronic wall clocks to clock in at the beginning of a scheduled shift and clock out at the end of a scheduled shift. Nonaligned, PSA, and OPEIU employees are required to

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[1] **Non-exempt employees,** refers to employees who are subject to the provisions of the Fair Labor Standards Act (FLSA) and are entitled to overtime pay. Union employees must refer to their specific union contracts for overtime eligibility.

submit leave requests via TimeClock Plus (TCP). For full details and guidelines, please refer to Time Clock-Plus.

4. **Part-time and Temporary employees (or their Designee)** are required to submit all hours worked for the specific pay period as well as reporting any sick leave usage. Timesheets not submitted within the Payroll processing deadlines will result in hourly employees NOT being paid.

B. Approving Time

1. **Authority**: The department head ultimately has fiduciary responsibility for timely approving and accurate reporting of employees' leave usage/hours worked. An approver may delegate their authority to other qualified employees to foster operational efficiency. Delegating authority to another individual should be carefully considered, as it does not exempt any responsibilities from the original designated approver.

2. **Approvers** must verify that their employees (full-time and part-time) have submitted appropriate leave usage/hours worked for the current reporting period. Thus, Approvers have the responsibility to confirm, to the best of their ability, that the department's timesheets accurately reflect the employees' leave usage/hours for that biweekly pay period. Further, the Approver's responsibility also includes ensuring that all employees listed on the web time entry system are active employees. Any employee name that appears on the web based time reporting system who is either inactive or unfamiliar to the Approver should immediately contact the Department of Human Resources at hr@njit.edu or the Student Employment office.

   It is the Approver's responsibility to ensure employees are aware of how to use the Web Time Entry system (WTE). The WTE employee training manual covers all employees' classifications and can be accessed at: Training Manuals

3. **Proxy**: Often, a department may assign a Proxy in the event the typical department approver is not able to timely complete the department's biweekly timesheet approval process. The Proxy is the delegated approver who adheres to perform the same functions of an Approver.

   In the event of a missed timesheet submission while WTE is still available, the Approver must use the **"act as a super user"** function to extract employee's timesheet, modify, submit, and approve leave usage and hours worked. Note that this function can only be performed prior to the Approver's deadline.

C. Payroll Department:

1. **Submission to Payroll Department**: After department approval occurs, the time sheet information is submitted electronically to the Payroll Department for analysis, approval and processing of the biweekly payroll.

2. **Exception to the WTE process**: In the unlikely event that an employee's leave usage/hours worked are not properly recorded or missed in the electronic WTE system, the below manual process must be followed.

3. **Deadline**: The department Approver/Proxy must approve the manual timesheet/leave report within the timeframe of the current payroll cycle and submit it to the Payroll Department at payroll@njit.edu by Monday after the Approvers' deadline. In the event of holiday closure, please follow the early payroll process schedule communicated by the Payroll Department. Any timesheets received after Monday will be processed in the following pay period.

4. **Manual timesheet/leave reports** can be downloaded from Payroll Forms. Manual timesheets shall not replace the WTE process, and should only be used in limited circumstances.

    Note that the Payroll Department will only process manual timesheets/leave reports that are completed and approved by the assigned Approver/Proxy.

REFERENCES (Please select the links to navigate to the webpage)

WTE Employee Training Manual

Students/Employees' Manual Timesheet/Leave Report

University Fiduciary Responsibilities Policy

Time Clock Plus

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