Samford University

Time and Attendance Procedures

Samford University, as an employer, is subject to numerous laws and regulations that govern the way the university conducts business. The laws that regulate employees' wages and hours are designed to ensure that employees are paid, as specified, within these regulations. These records contain valuable information pertaining to scheduled hours worked, non-exempt employee's actual hours worked, vacation accruals, sick accruals and leave reporting.

It is the responsibility of each employee to report his/her time worked, meal periods, and/or paid leaves accurately and completely for each pay period. Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Electronic Timecard Approver/Managers are responsible for ensuring that the work and leave time reported accurately reflects each employee's activity for each pay period and validate this by approving the employee's time record. Errors in reporting hours worked, even those occurring inadvertently; can result in serious consequences to the university and the individuals involved. Penalties may include civil liability, temporary or permanent loss of funding and in extreme cases criminal fines.

Each employee assists Samford in being compliant with all Federal and State regulations when they adhere to the university's practices and policies and it is expected that every Samford employee will adhere to all timekeeping practices and policies.

Time and Attendance Instructions

Samford's timekeeping system is called TimeClock Plus (TCP). Employees who are paid biweekly and hold non-exempt, student or temporary positions, whether full or part-time, are required to use TCP.

The following information summarizes Samford University's policies and procedures as well as legal time reporting requirements. Information about accessing these policies and procedures as well as helpful instructional material is shown below. This handout is not intended to replace or supersede Samford University's policies.

TimeClock Plus Electronic Timecard Reporting Method - Non-Exempt, Student & Occasional Employees

The method of access for TCP that you will use is determined by your department with approval by Human Resources. Hours worked and absences for non-exempt and student employees can be entered by using a computer or by swiping a TCP clock.

The TCP software enables employees to use an industry standard Web browser, such as Microsoft Internet Explorer for timekeeping recording purposes. The application may be accessed from any computer (PC or MAC using Google Chrome or Firefox – not Safari) from both on and off campus. A VPN account is not required to access TCP from off campus.

- Your supervisor will inform you of the method and location that you should use when clocking in and out for your specific job. You are not authorized to use any other location or method for clocking in and out without manager approval. You may use other locations or methods for accessing TCP for indicating approval of time worked.

- If you have been authorized to use a Mobile App, available for iPhone and Android devices, location services and Bluetooth capability **must be** enabled for this application. If you are not able to enable these services, you may not use this method for clocking in and out and should consult your supervisor for alternate instructions.

- Accessing TCP to clock in and out via a browser on a mobile device is never an approved method and should not be used except to indicate approval of hours.

- TimeClock Plus provides audit features which allow the IP address and/or location of clock operations to be viewed when necessary. Using TCP in an unapproved method or location for a particular job can result in disciplinary action up to and including termination.

- The Username and Password field is case sensitive and must be entered in lowercase. Your TCP Username is the same as your Samford email account name. If you are not aware that you have a Samford email account, contact the service desk at 205-726-2662.

Online Training Tutorials/Samford Policies – Exempt, Non-Exempt & Occasional Employees

Online training tutorials that explain how to use the TimeClock Plus timekeeping system for Non-Exempt, Student and Occasional employees will be located on the Human Resources web site under the Training & Orientation Tab. A hard copy of the TCP User Guide training instructions is also available for printing. If you have any questions about Samford University timekeeping, pay or leave policies, they can also be accessed from the Human Resources web page under the Payroll and/or Benefits tabs. For specific questions, please contact the Payroll Office at 205-726-2348.

Information for Non-Exempt Employees

"Non-exempt" refers to those employees who are required by Federal and State law to be paid time and one-half, where applicable, for overtime worked. Overtime work hours are normally calculated for any hours in excess of forty (40) actual work hours in a workweek (Sunday – Saturday).

As a non-exempt employee, you are required to report on a daily basis all time worked. Absences should be reported using appropriate leave codes.

Your time worked is either recorded in the online web timekeeping system or recorded when you use your Samford ID card to swipe the time clock when you arrive for work, take a meal break, return from a meal break, and when you leave at the end of the workday.

All hours must be recorded accurately as work time, meal break or leave. Any overtime worked should be pre-approved by your supervisor.

Make up time must also be pre-approved by your immediate supervisor and is recorded in the same week as the time off that was not work related. FMLA partial day integrated hours should be entered in TCP using a timesheet entry with the FMLA code.

Electronic Timecard Approval You are required to approve your time worked and any leave hours recorded for the pay period by entering your approval in the TCP electronic record. Time should be approved at the end of each work day and reviewed at the end of each pay period. By approving your electronic timecard, you are attesting to the best of your knowledge that your information submitted is complete and accurate. You are responsible for any inaccuracy or omission of which you are aware at the time the electronic timecard was approved and submitted. You may be subject to disciplinary action up to and including termination for submitting any inaccurate information on your report.

Employee Accruals Your vacation and sick leave accrual balances can be viewed through TCP screens. The accrual balances are also listed on the statement of earnings that you receive each pay period.

Supervisor Sign Off Once you have approved your electronic time card in TCP, it will be reviewed by your supervisor for any inaccuracies or omissions at the completion of the current pay period. The supervisor will make any corrections needed and apply their approval. If corrections are needed, the supervisor should notify you that your approval is needed on any record that was corrected.

Correcting Hours Reported If you have any adjustment to hours from a prior pay period, you must inform your supervisor and Payroll. If you need to change any prior pay period leave code, you also must inform your supervisor and Payroll. All Historical Edits must be submitted to and entered by Payroll.

Time Clock (Swipe Clock) Reporting Method If you are using the time clock reporting method, time is collected electronically when you swipe a time clock, information is transmitted to the TCP system and can then be validated by your supervisor. Time collected electronically is updated on a real time basis. You must have an active Samford ID card in order to use a time clock.

   Time Worked
   • Record your daily work activity by using your Samford ID card to "swipe clock" when you report

for work, take a meal break, return from meal break, and leave at the end of the workday.

Meal Period
• Record your meal activity by using your Samford ID card to "swipe clock" when you leave for a lunch break and when you return from a lunch break.

Leave Taken
• If you use leave time such as vacation, sick leave, etc. you need to report these types of absences to your department administrator who is responsible for tracking hours worked and attendance. The department administrator will give you specific instructions on how to report these absences.

Employee Approval
• All employees must approve time worked and leave entries. This approval should be performed at the close of each shift. All time and leave entries should be reviewed at the end of each pay period to ensure that all entries are correct for the entire pay period.