

Non-Exempt Timecard Guidelines and Procedures

A properly completed and authorized timecard not only serves the accurate and efficient processing of time and attendance reporting, but is required for proper financial controls. Timecards improperly completed will be returned to the employee's supervisor for proper completion, even though this action may delay payment until a subsequent pay period.

Policies

- *All employees must complete section One of Form I-9 on or before the first day of employment and provide the required original documents (or receipt showing application has been made for a replacement document) to the Office of Human Resources within three business days of the start date of employment.*
- *An employee may not be paid until all employing documents have been submitted and processed in the Payroll system. Docs submitted after payroll deadlines will delay pay until next payperiod.*
- *The deadline for timecards to Payroll Services is 9:00 am on the Monday following the end of the bi-weekly pay period, unless a holiday schedule exists, in which case you will be notified. Missing this 9:00 am deadline does not entitle an employee to a payroll advance.*
- *Hours should be reported, confirmed and approved in the pay period when worked and paid immediately thereafter. An employee submitting time cards for several pay periods at once not only has created payroll processing problems, but has done disservice to his department's budget administrator. Further, depending upon his/her personal tax situation, the employee may notice a significantly higher level of tax withholdings from pay representing multiple payperiods.*
- *All timecards require both an employee's and an immediate supervisor's signature in order to be processed. Those submitted without a signature will be returned and may result in the employee missing a pay period. If your signature is difficult to read, please also print your name.*
- *Intentionally falsifying worktime is a serious offense and may subject the employee or student/employee to corrective action, including dismissal from the University.*
- *If you are submitting a pre-printed timecard (blank timecards should only be used if the position is too new for a pre-printed timecard or if the pre-printed timecard is lost), please indicate the employee's name, NDID or NetId, position number, job title, and org code. This information may be obtained from the supervisor or the person responsible for submitting Personnel Action Forms.*
- *The University's scheduled work week is 12:01 a.m. Saturday to 12:00 p.m. Friday.*

Hours Summary

- *Daily hours should be totaled by week and included in the hours summary by week.*
- *Overtime hours are any hours worked over 40 per work week. Hours in a bi-weekly pay period must be summarized by each week.*
- *If hours worked exceed 40 hours in a work week, overtime will be calculated automatically.*
- *Sick hours may be indicated with a code as follows: PRH – Personal Day; SKH – Sick Regular; FSH – Family Sick Regular.*
- *Unpaid Hours – used to record absence hours that are not to be paid, such as an employee taking vacation or sick hours beyond what was earned.*
- *Other Hours – examples include Funeral and Jury Duty.*
- *Other Dollars – includes “flat dollar amounts”, such as \$50 for payment for services.*
- *Students eligible to enter amounts only in the Regular Hours Summary and Other Dollars column.*

Daily Hours Worked

- *Indicate starting and ending times in the IN and the OUT boxes. There are two of each available for each day.*
- *Total the daily hours and indicate in the total daily hours column as well as the total by week.*
- *Carry the Week 1 and Week 2 totals to the Hours Summary.*

If you have questions regarding these timecard policies or any other Payroll policies, please call Payroll Services at 631-7575 or e-mail at payroll@nd.edu.