

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.2

Title: Employee Timecards & Timekeeping Procedures	
Originated by: VP of Business Services	Established: 7/6/2010
Revised by: Senior Admin; Human Resources	
Revision Date(s): 8/1/2011; 6/18/2024; 7/1/2026	

Policy Statement

This policy establishes consistent procedures for employee timekeeping. Non-exempt employees are required to accurately record all time worked using the College's electronic timekeeping system. Supervisors are responsible for reviewing, approving, and documenting approval or denial of employee time entries and leave requests within the timekeeping system.

Employees eligible for leave benefits must submit leave requests for any absences from scheduled work hours. Timekeeping and leave reporting are separate requirements and must be completed in accordance with this policy and applicable procedures.

Rationale

Accurate time and leave reporting is required to ensure employees are properly compensated and that absences are appropriately documented and approved. Employees are responsible for ensuring their time records are complete and accurate. Supervisors are responsible for timely review and approval of timecards and leave requests.

Timekeeping

All non-exempt employees must accurately record all hours worked each workday in the College's timekeeping system. Time entries must reflect actual hours worked within each pay period and be submitted for supervisor review and approval in accordance with established payroll procedures.

Employees are expected to complete and finalize time records by required deadlines. Failure to accurately and timely record and submit time may result in corrections to pay and/or disciplinary action, up to and including termination.

Timekeeping records must not include hours not actually worked. Only actual hours worked and approved leave time should be recorded.

Employees paid for additional hours worked as part of a formal agreement or supplemental assignment are to record hours worked in accordance with the terms of the agreement.

Falsification of employee timecards and hours worked (either of employee's own or those of others) is considered a violation of college policy and cause for immediate dismissal.

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Supervisors are responsible for:

- Reviewing reporting employee timecard entries for accuracy and completeness;
- Ensuring compliance with overtime authorization requirements;
- Approving or denying leave requests in a timely manner; and
- Maintaining accurate records within the timekeeping system.

Overtime (Non-Exempt Employees Only)

For non-exempt employees, overtime is defined as all hours worked in excess of forty (40) hours in a workweek. The College workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. the following Friday. Paid leave and paid holidays are not considered hours worked for purposes of calculating overtime.

Overtime must be approved in writing by the employee's immediate supervisor prior to being worked. Employees who anticipate potential overtime must coordinate with their supervisor in advance to explore scheduling adjustments, or flex time, within the workweek to avoid unauthorized overtime.

All overtime must be reported in the timekeeping system and communicated to the HR and Payroll Offices within the same pay period in which it is worked. Overtime that does not have supervisor approval and/or is not communicated to the HR/Payroll Office within the same pay period may result in disciplinary action up to and including termination.

Approved overtime will be compensated at one and one-half (1.5) times the employee's regular rate of pay, unless compensated through approved compensatory time in accordance with this policy.

In lieu of overtime pay, non-exempt employees may accrue compensatory time only when there is a prior written agreement between the employee and supervisor.

For purposes of this policy, compensatory time shall refer to paid leave time granted to employees for actual overtime worked within a workweek. Flex time shall refer to adjustments to an employee's schedule of hours within the workweek to avoid overtime.

Compensatory time:

- Must be approved in advance by the supervisor.
- Is earned at a rate of 1.5 hours for each hour of approved overtime worked.

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- Must be communicated to HR and the Payroll Office for accurate timekeeping entry and management.
- Must be used within the same pay period in which it is earned, unless otherwise approved in writing by the supervisor.
- May not exceed eight (8) hours of accrued compensatory time. Any hours exceeding this limit will be paid as overtime in accordance with applicable requirements.

All compensatory time must be documented and approved through established payroll procedures and communicated to the HR and Payroll Office in a timely manner. Failure by employee or supervisor to provide timely communication of Compensatory Time to HR and Payroll personnel will result in disciplinary action, up to and including termination.

Leave Requests

Employees eligible for paid leave benefits must submit leave requests for any absence during scheduled work hours. Leave requests must reflect the actual hours of absence and receive prior approval from the appropriate supervisor, except in cases where advance approval is not feasible (e.g., emergency situations), in which case reporting procedures must be followed as soon as practicable.

Non-exempt employees must ensure that holiday closures and inclement weather hours are properly recorded in the timekeeping system for appropriate adjustments to compensation.

Refer to Policy 7.4.5 for additional information regarding leave eligibility, accruals, and usage.

Questions regarding timekeeping, overtime, and leave requests should be directed to the Human Resources Office.