1. PURPOSE

This document establishes guidelines for preparing and submitting employee time reports to meet state and federal regulations. These guidelines apply to all employees of the University of Houston System regardless of appointment type or the source of funds from which the employee is paid.

2. POLICY

2.1. State agencies are required to maintain time reports of vacation and sick leave accrual, absences and the reasons for absences (whether from sickness, vacation or other paid leave) and leave without pay for all regular benefits-eligible employees. A regular benefits-eligible employee is defined as one who is employed for at least 20 hours per week on a regular basis for a period of at least four and one-half continuous months, excluding students employed in positions which require student status as a condition of employment.

2.2. State agencies are required to maintain employee records on wages, hours and other items in accordance with the Fair Labor Standards Act of 1938 (FLSA) and record-keeping provisions of the U.S. Department of Labor.

2.3. The records described above are available for public inspection, in keeping with the provisions of the Texas Public Information Act.

2.4. Each component university’s human resources department will establish and publish procedures to ensure compliance with these regulations.

2.5. Each non-exempt employee is required to prepare a timesheet detailing time worked, and clock in and clock out to record time worked by entering in and out punches on a web clock or time collection device, and submit absence requests for time to be deducted for vacation, sick leave or other periods not at work during regularly scheduled workdays. Each non-exempt employee must sign and date the timesheet to certify its accuracy.

Each timesheet must be reviewed and approved by the employee’s supervisor (or designee, in the supervisor’s absence) to determine whether the employee...
time worked and leave taken are accurately reported leave usage and to determine that hours worked were accurately recorded.

2.6. Each benefits-eligible exempt employee (including faculty, and administrative and professional personnel/staff), with the exception of non-benefits eligible adjunct faculty, is required to submit absence requests for record time to be deducted for vacation, sick leave or other periods not at work during regularly scheduled workdays, as applicable, into the individual’s timesheet in the Personal Advantage Self Service (P.A.S.S.). Each employee must complete the timesheet in P.A.S.S. no later than the last day of the month in which the leave was taken. The employee must submit a request for leave in advance to the supervisor in accordance with component university and/or departmental procedures.

2.7. Timesheets for all non-exempt employees must be submitted, reviewed and approved by the component university department payroll office, with administrator (or designee, in the department payroll administrator’s absence) by the deadline established the proper time frame to ensure timely payment. Each component university will publish a UH System payroll calendar reflecting appropriate timesheet due dates for both non-exempt and exempt employees each fiscal year that will be updated as necessary.

2.8. Each component university that receives federal funds for conducting sponsored research must implement an effort certification process that complies with the requirements set forth in the Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions.

3. REVIEW AND RESPONSIBILITY

Responsible party: Associate Vice Chancellor for Finance

Review: Every five years on or before December 31

Interim Due Date for Review: February 15, 2013

4. APPROVAL

Approved: Carl P. Carlucci
Interim Executive Vice Chancellor for Administration and Finance

Renu Khator
Chancellor
## REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approval Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11/04/1994</td>
<td>Initial version (Original title: “Employee Time and Effort Reporting”)</td>
</tr>
<tr>
<td>2</td>
<td>08/30/2002</td>
<td>Applied revised SAM template to meet current documentation standards. Revised Section 1, removing Section 1.2 from the contents. Consolidated information in Section 2.7. A detailed definition of a regular benefits-eligible employee in accordance with the State of Texas General Appropriations Act was added to Section 2.1. The responsible party was changed to the Assistant Vice Chancellor for Human Resources. The review period was changed from even numbered years on or before December 31st to every three years on or before December 31st. Added the Vice Chancellor for Administration and Finance to the approval process</td>
</tr>
<tr>
<td>3</td>
<td>11/30/2005</td>
<td>Applied revised SAM template to meet current documentation standards. Added information to Section 2.7 to enable college Deans to appoint a person in their college to verify time and effort for adjunct faculty members, streamlining the approval process for their timesheets. Changed the responsible party to the Associate Vice Chancellor for Finance</td>
</tr>
<tr>
<td>Interim</td>
<td>11/05/2012</td>
<td>Added new Revision Log. Title of SAM 03.D.03 changed from “Employee Time and Effort Reporting” to “Employee Time Reporting.” Removed all references to “effort” in the documentation. Added hyperlinks to websites and documents as applicable. Added information to Section 2.5 concerning the process of approving employee timesheets. Added documentation to Section 2.6 on the Personal Advantage Self Service (P.A.S.S.) and the requirement for documenting leave before the end of the month when the leave was taken by the employee. Removed Section 2.7 on time and effort reports by principal investigators. Removed information on adjunct faculty and retention requirements for timesheets in Section 2.7. Added Section 2.8 on sponsored research and the effort certification process. Changed the review period from every three years on or before December 31st to every five years on or before December 31st. Removed “Effective Date” from Section 4. Removed Section 6, Indexing Terms</td>
</tr>
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<td>4</td>
<td>TBD</td>
<td>Changed SAM number from 03.D.03 to SAM 02.F.03 to move Payroll information to Human Resources’ area. Revised Section 2.5 to remove hard copy timesheets and include new electronic timesheet for non-exempt employees. Documented new electronic timesheet process for benefits-eligible exempt employees in Section 2.6. Outlined new process for reviewing and approving electronic timesheets in Section 2.7. Changed title in Section 4 to Interim Vice Chancellor for Administration and Finance</td>
</tr>
</tbody>
</table>