

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.F.03

AREA: Payroll

SUBJECT: Employee Time Reporting

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 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 timesheet must be reviewed and approved by the employee's supervisor (or designee, in the supervisor's absence) to ensure time worked and leave taken are accurately recorded.

- 2.6. Each benefits-eligible exempt employee (including faculty, administrative and professional staff) is required to submit absence requests in the Personal Advantage Self Service (P.A.S.S.) for time to be deducted for vacation, sick leave or other periods not at work during regularly scheduled workdays, as applicable.
- 2.7. Timesheets for all non-exempt employees must be reviewed and approved by the department payroll administrator (or designee, in the department payroll administrator's absence) by the deadline established to ensure timely payment. A UH System payroll calendar will be published reflecting timesheet due dates 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) [Uniform Guidance](#) or Part 200 – uniform administrative requirements, cost principles, and audit requirements for federal awards.

3. REVIEW AND RESPONSIBILITY

Responsible party: Associate Vice Chancellor for Finance

Review: Every five years on or before December 31

4. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: December 4, 2015

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	11/04/1994	Initial version (Original title: "Employee Time and Effort Reporting")
2	08/30/2002	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 31 st to every three years on or before December 31 st . Added the Vice Chancellor for Administration and Finance to the approval process
3	11/30/2005	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
Interim	11/05/2012	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 31 st to every five years on or before December 31 st . Removed "Effective Date" from Section 4. Removed Section 6, Indexing Terms

Revision Number	Approval Date	Description of Changes
4	12/04/2015	<p>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. Added new reference to Section 2.8 of Uniform Guidance, and removed Circular A-21, Cost Principles. Changed title in Section 4 to Interim Vice Chancellor for Administration and Finance</p>