

Policy Name: University Services Timekeeping Policy

Policy Date: December 1, 2021

Approved By: University Services HR Director

Purpose

This Timekeeping Policy sets the guidelines and expectations for University Services (US) staff for timekeeping. U Services uses the Kronos application for timekeeping and payroll.

Applicability

This policy applies to all U Services employees including all full-time, part-time, student/intern, and temporary staff.

Definitions

Tardy: an employee is considered tardy if they clock in after their scheduled start time.

Overtime: is defined in labor agreements or civil service rules. Depending on the swipes, overtime could include clocking in early, clocking out late, working through the scheduled unpaid lunch period or call backs. Employees are only permitted to work overtime with prior authorization from the supervisor. Employees who work overtime without proper authorization may be subject to disciplinary action, up to and including termination.

Leave Early: an employee is considered leaving early if they clock out before their scheduled end time.

Attendance Policy: Refer to the [U Services Attendance Policy](#), dated 7/1/99 for guidance on appropriate use of Sick Leave or Vacation.

Procedures

All U Services employees will use Kronos to document hours worked or benefit hours requested (e.g. sick leave, vacation, comp time, FMLA, etc.). Certain job classifications will be required to clock in/out using either the Kronos clocks, a Kronos mobile application or via the Kronos website.

The following guidance applies to clocking in/out:

- Employees are not allowed to clock in/out for other employees or have another employee clock in/out for them.
- Employees are required to be ready to start work (in uniform if applicable) when they report, ready for work.
- Employees are required to clock in/out via their assigned method/location unless approved by their supervisor for an alternative method/location.
- Employees shall notify their supervisor immediately if there is a problem with the time clock, mobile application or website and follow the unit's established exception process.
- Clocking in/out times:

- Bargaining unit employees:
 - In order to maintain consistent time reporting, rules have been established to round certain punches for shift, daily and cumulative total hours. When an employee clocks in, the actual time swiped is recorded in Kronos but the time, for payroll purposes, is rounded to the scheduled start time or end time as long as the swipe is done within the following time windows:
 - Clock in: Swipe in 6 minutes prior and up to 3 minutes after the scheduled shift start time.
 - Clock out: Swipe out at end of shift to 6 minutes after the scheduled shift end time.
 - All other punches are not rounded for shift, daily and cumulative totals at the time the swipe is performed.
 - Are not required to swipe out/in for scheduled lunch breaks.
- Students and temporary casual employees:
 - The actual swipe in/out time is recorded (no rounding is done).
 - Are required to swipe out at the start of the lunch period and back in at the end of the lunch period.
- Adjustments to break/lunchtimes must be pre-approved by employees' supervisor/manager.

References:

[U Services Employee Handbook](#)

[U Services Attendance Policy](#)

[U Services Kronos Applications and Job Aids](#)