



## **Palm Beach State College Time Clock Procedures**

### **General Statement**

Palm Beach State College adheres to all federal and state rules and regulations governing reporting non-exempt employees' work hours and related matters. The College has developed guidelines, policies and procedures to address reporting work period concerns. Although the College has established clock in/out standards, individual departments may differ in their needs and may consult with the Office of Human Resources for modifications provided that the guidelines are in compliance with applicable laws and regulations.

Among the guidelines established in the Fair Labor Standards Act (FLSA) is complete and accurate recordkeeping of non-exempt work hours to ensure employees are appropriately compensated for hours worked.

Essential to the non-exempt employee's compensation is an accurate record of work time. Non-exempt employees and their supervisors are therefore responsible in their recording and reporting actual work time.

### **Non-Exempt Employee General Provisions**

Non-exempt employees are expected to clock in when arriving to their workstation and begin working, and clock out when work is completed and prior to leaving their workstation. Employees clock in and work only when scheduled and authorized to work by the supervisor.

Non-exempt employees are to ensure that meal breaks are taken and that they clock out upon departure from the designated workstation for the meal break and clock in upon return from the meal break to the designated workstation. Employees shall not clock in and out from locations that are not their designated workstation without documented authorization from their supervisor. This authorization may be in the form of an email communication prior to the start of work from an offsite location.

## **Overtime**

It is a violation of FLSA law for a non-exempt employee to work off-the-clock or for any supervisor to explicitly or implicitly instruct any non-exempt employee to perform work off-the-clock or to adjust any non-exempt employee time records to deny them compensation for time worked. It is also a violation for non-exempt employees to voluntarily work off-the-clock for any reason, including the meal breaks. It is the responsibility of the supervisor who is aware that off-the-clock work is taking place to ensure the non-exempt employee clocks in or stops performing the work-related tasks.

While occasional overtime may be necessary, pre-approved overtime must be documented by the supervisor.

It should also be noted that employees must not work outside their approved work schedule unless there is documented pre-approval by their supervisor.

## **Use of Mobile Devices to Record Working Hours**

During scheduled working hours Palm Beach State College (PBSC) non-exempt employees are required to clock in and out using the college network at their workstation location on their designated campus. Employees are not to clock in or out from a non-college network and/or a location from which their work is not authorized.

In the instance that a non-exempt employee is based at a PBSC offsite work location, they may clock in and out using a non-college network and the supervisor must utilize the designated payroll system's time approval comment field to indicate pre-authorization for use of the mobile device, based on offsite work location and non-college network.

## **Contingency Situations**

In circumstances in which the college has authorized college wide remote work, the supervisor is to provide the non-exempt employee work expectations and manage the approval of clock in and out for work. Non-exempt employees are expected to clock in and out to reflect that they are clocking in and out from their remote workstation, including the clock out and in for meal breaks. In this instance, it is understood that non-exempt employees would need to clock in and out from a non-college network.

## **Modifications of Time**

Non-exempt employees should be utilizing the time clock at all times for tracking of their worked hours. At no time, should an employee's hours be entered directly into the system as a way of timekeeping. Modifications and corrections should only occur in unique situations due to an error.

Modifications to the time system, should only be completed by the employee's Timekeeper (except in situations when the employee is the Timekeeper) or by their direct supervisor. All modifications must include a comment explaining the nature of the entry. It is expected that the Timekeeper or Manager inform the employee when modifications are made. Actual time worked should never be removed from the time clock history.

## **Timekeepers**

Employees who are assigned the security role of Timekeeper are responsible for reviewing hours, editing and/or making corrections with applicable notes, running timekeeper reports and submitting employee hours when needed.

Timekeepers should not delete any time block that was initiated by the time clock system. Timekeepers should ensure that comments are accessed for every time block that is modified. Timekeepers are not authorized to make approvals of employees', or their own, timesheet. Any employee assigned as a Timekeeper should continue to utilize the timeclock and not enter their own time manually.

Timekeepers must attend a training session conducted by the Payroll department and sign a confidentiality form prior to gaining access for this role.

## **Managers**

The manager of the supervisory organization oversees the time of each employee. Managers are responsible for approving staff timesheets by Tuesday of each week.

Timesheets can be accessed by varying manager reports and/or located in the managers inbox. Managers should review each employee's timesheet prior to approval and should ensure that employees are working scheduled hours, updating unmatched time punches and taking appropriate meal breaks.

Managers can submit a timesheet on behalf of their employee. This will automatically approve the timesheet.

Managers must pre-approve employees using a remote check in/out via a mobile device or through remote access.

Managers may not alter or delete time blocks which have been recorded through the time clock system. If an employee works beyond their scheduled work hours, and it was not pre-approved, then the manager should counsel the employee unless the actions are pervasive whereby corrective action may be necessary.

Managers are responsible for ensuring that, when employees are engaged outside of their regularly scheduled hours, they are documented in the time clock system as time worked.

### **Violation of Time Clock Guidelines**

Time Clock Guidelines must be adhered to and failure to do so may result in disciplinary action up to and including termination of employment based on Board Policies, guidelines or procedures.\* Violations include, but are not limited to:

- the non-exempt employee not receiving authorization to use a non-college network to clock in and out
- the non-exempt employee not receiving prior authorization to clock in and out from a non-designated remote work location
- the non-exempt employee not receiving prior authorization for overtime
- the modification or manipulation of the time clock to add/or remove working hours from an employee's history by either the timekeeper or manager.
- the non-exempt employee or manager not reporting overtime worked.
- the non-exempt employee, timekeeper or manager not adhering to the Board Policies, College guidelines or procedures regarding time clock and attendance.

## **Definitions**

Non-Exempt: employee who because of the type of duties performed, the level of decision-making authority and the method of compensation are subject to the Fair Labor Standards Act (FLSA) provisions including the payment of overtime.

Timekeeper: employee who is designated within their department to assist non-exempt employees with corrections to their time records.

Manager: employee who directly supervise employees.

Non-College network: a network connection other than the college's wi-fi or hard-wired/DSL network connection.

Remote access device: cell phones, smart phones, tablets, computers, laptop computers, home computers, and/or a downloadable mobile app or any other devices with which an employee can use to work remotely.

Remote clock in/out: the use of a remote access device to record working hours that does not utilize college's wi-fi network.

Work: performing job duties which include, but are not limited to; remotely accessing emails, responding to work related messaging and phone calls, conducting research, and preparing reports.

Workstation: designated building, office or location for an employee to perform work duties. Dispatched employees will report to the location designated to receive direction or assignments, unless a work location was previously assigned.

## **\* Policy References**

- 6Hx-18-5.68-Dismissal
- 6Hx-18-4.32- Preparation, Certification, and Submission of Payrolls
- 6Hx-18-5.90-Ethics Policy
- 6Hx-18-5.48-Unauthorized Absence from Duty
- 6Hx-18-5.74-Authorization of Overtime
- Salary Schedule
- Attendance Guidelines