



July 19, 2016

Re: Timekeeping Changes
To: All – Faculty Listserv

Campus is in the process of implementing new Timekeeping Guidelines. An overarching goal is to simplify how we process time cards on campus. Timekeeping is simply recording hours worked and leave taken. Employees who are exempt from earning overtime and not eligible to accrue leave (based on title code or appointment percentage) do not need a time card. However, time cards are required for employees who submit variable hours, are positive paid or accrue – or have an existing balance of and are appointed in a position that allows them to use – vacation and/or sick leave hours.

Because some employees are not required to complete a time card and because fund source and percent of time are not on a time card, it is imperative that employment information is certified by the hiring manager (e.g., principal investigator, business manager, supervisor with financial authority, etc.). This must be done at the time of any change to appointment including new hire, change in fund source, appointment percentage, end date, etc. We are working on establishing an employment request form to facilitate this process. Please continue to direct all requests for new appointments and changes to appointments to the staff who manages the funding.

Fund source and time worked are certified by the Effort Reporting System (ERS). In instances when the fund source is not part of the ERS (e.g., any non federally funded awards) and it is necessary to certify fund source and time worked, the payroll and benefit costs can be certified using the monthly Distribution of Payroll Expense ledger. Guidance regarding reviewing Distribution of Payroll Expense ledgers or equivalent documentation will be provided in the coming months.

Faculty/Principal Investigators/Hiring Managers will no longer need to approve time cards for GSRs and other employees who no longer need them. Certification of funding distribution documentation will need to be provided in a timely manner.