



TIMEKEEPING PROCEDURES (Workday & Time Clock Plus)

Non-exempt (classified/hourly) employees are required to have a record of hours worked in order for the university to follow the Fair Labor Standards Act (FLSA). Non-exempt employees include all employees who are eligible for overtime or compensatory time pursuant to the FLSA.

The following regulations apply when using time clocks or the web clock:

1. Employees are required to clock in at their assigned start time and designated workstation and must clock out when they go off duty. Employees are expected to complete their assigned shifts. To ensure the employees and the university comply with FLSA, employees are required to use the clock in & out functionality in Workday. **Please do NOT use the enter time function to record time worked except under extenuating circumstances for which a comment is needed for documentation.**
2. Habitually clocking in consistently late and clocking out early could result in disciplinary action by the supervisor. A pattern of clocking in late could be considered an issue of tardiness that can result in disciplinary action.
3. The time and attendance system round to the nearest quarter hour. No employee may consistently clock in or out more than 7 minutes prior to, or 7 minutes after, his or her shift. However, the 7 minutes before or after the employee's assigned start time, is just a rounding function in Workday. Employees should not assume that it is acceptable to habitually clock in after their scheduled time to begin work.
4. Employees must begin working at their scheduled time once they are clocked in. In the event of a circumstance that the employee is unable to clock in (i.e., the time clock is not working, unable to log into your desktop, etc.) the employee must notify the timekeeper and/or supervisor immediately by email, phone, verbally, etc., and begin their daily tasks.
5. Employees may clock in at an earlier start time if approved by the supervisor.
6. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties. This does not include designated break times, restroom breaks, or campus supported events such as benefit fairs, Burgers at Bailey, campus assemblies, etc.
7. Employees must clock in and out for a lunch break every day, unless otherwise directed by their supervisor in writing.
8. Employees must clock in and out at their designated workstations or a time clock, as directed by their supervisor.
9. Mobile devices may not be used to clock in or out unless it is approved in writing by the supervisor as a result of extenuating circumstances (i.e., working offsite).
10. Time recorded in the time and attendance system by hourly employees will be the work time paid. Hourly employees who have worked in excess of 40 hours per work week will be paid 1.5 times for any hours worked over 40 hours in a work week.

11. Time recorded by full-time non-exempt (classified) employees must equal 40 hours per work week, consisting of actual time worked and/or time off. It is the responsibility of the approving supervisor/manager to ensure the employees have 40 hrs. in the workweek, which may consist of actual hours worked and time off. Failure to do so can result in incorrect hours reported and cause employees to be over/underpaid.
12. The employee must enter/record time off, even if they do not have enough available. Workday will make the necessary adjustments and calculate their correct pay results accordingly.
13. Full-time non-exempt employees who have physically worked in excess of 40 hours per work week will accrue compensatory time at 1.5 for any hours worked over 40 in the work week.
14. Prior approval from the employee's supervisor must be obtained before working more than 40 hours in a work week.
15. The work week is Sunday through Saturday. Employees must approve their time for the previous week every Monday by 9 a.m., with supervisors' approval completed by noon.
16. Employees are required to submit their own time, except in extenuating circumstances. Notes must be entered documenting the circumstances when a timekeeper submits an employee's time worked and time off. Please do not include any information that will violate HIPAA
17. To prevent possible overpayment, please contact HR Absence Partners for assistance in extenuating circumstances (i.e., when it is critical to processing payroll, and in instances of low leave balances, catastrophic leave, or a terminated employee).
18. Employees, timekeepers, and supervisors are required to abide by the UA Little Rock Information Technology Acceptable Use Policy. Specifically, users must use their own login ID and password. Access to any UA Little Rock IT system using another user's logon credentials is fraudulent and may result in disciplinary action, up to and including termination.

Disciplinary Actions

It is each employee's responsibility to learn the Workday and/or Time Clock Plus system and use it appropriately. Disciplinary action can occur for the following events:

Clocking in and out for other employees:

This is considered gross misconduct and can result in both the employee and the person clocking them in or out being terminated.

Continually failing to clock in and/or out.:

This will fall under the progressive disciplinary action process.

Incorrectly reporting time worked:

This will fall under the progressive disciplinary action process.

Examples are taking extended lunch breaks or clocking in and not being at your workstation.

Tardiness and clocking out early:

may result in disciplinary action.