

### 03.611 Time and Attendance / Leave Records.

1. Time and Attendance Records. The University of North Texas System is under the jurisdiction of the Fair Labor Standards Act (FLSA) and the Texas Government Code (TGC) and must comply with all the rules and regulations promulgated thereunder, including the requirement to maintain attendance and leave records on each employee. Under Section 661.908 of the Texas Government Code the System is required to keep a record of the vacation and sick leave accrual and absences of each employee, and the reasons therefore, whether from sickness, vacation, or leave of absence without pay. Such records shall be available for public inspection. And, the FLSA requires that detailed time records be maintained on all covered non-exempt staff members, including the hours worked each workday and the total hours worked each workweek [Section 615.2(a)(7)]. Also, hours worked and absences from work by a staff member must be recorded to insure the staff member's receiving proper payment for hours actually worked or for leave entitlements. To this end, department officials are encouraged to appoint departmental time clerks who will be responsible for time-keeping records for a specific unit, department, or subdivision thereof.
2. Records. Time and attendance records must be maintained on each staff member by use of the following forms (must be completed in ink or typed):
  - a. Staff Application for Approval of Leave Form (UPO-15). This form must be initiated whenever a regular staff member requests or uses leave with or without pay, or when a regular staff member must work overtime. This form is usually initiated prior to the date the leave or overtime is requested; however, in emergency situations (sick leave, etc.), this form is to be promptly submitted subsequent to the date the leave is requested (used). Additional documentation may be required to be attached to the UPO-15, i.e. jury summons, physician's statement, military orders, etc. The UPO-15 must be signed by the employee, the departmental official with authority to approve leave, and if applicable, other administrative officials.
  - b. Hourly Employee Time Card Form (UPO-23). This form must be maintained by the department for each hourly paid employee to record the hours and days worked. The UPO-23 must be signed by both the staff member and the supervisor, certifying that the hours reported are correct. The number of hours worked during a pay period shall be reported to the UNT Payroll Office in order to generate a check for an hourly

employee. Time clocks may be used in lieu of this form, but the time clock card must be signed by both the employee and the supervisor, certifying that the time punched on the card is correct.

- c. Regular Staff Member Time Card Form (UPO-24). This form must be maintained to record the hours and days worked and absences for each regular non-exempt salaried staff member and each exempt, Teacher Retirement System - only eligible staff member. The UPO-24 must be signed by both the staff member and the supervisor certifying that the hours worked and leave reported are correct. Leaves of absences and overtime worked reported on the Application for Approval of Leave/Overtime Form UPO-15 must also be reported on this form. Time clocks may be used in lieu of this form, but the time clock card must be signed by both the staff member and the supervisor, certifying that the time punched on the card is correct.
- d. Vacation, Sick, and Compensatory Leave Accrual Form (UPO-25). This form must be used in the department to maintain a staff member's vacation, sick and compensatory leave accruals, hours utilized, and balances by the month for the fiscal year. Form UPO-25 requires certification at the end of each fiscal year by both the staff member and the appropriate department official.
- e. Monthly Vacation and Sick Leave Hours Utilized Report (Staff Only). This form is computer-generated and is sent to every department each month. The departmental time clerk must report all vacation and sick leave hours authorized by each staff member during the period indicated, and must return the form to the UNT Human Resources Department. The UNT Human Resources Department will maintain computerized vacation and sick leave records for the purpose of verifying the leave accruals, leave taken, and leave balances maintained in each department.
- f. Quarterly Vacation and Sick Leave Report (Staff Only). This report is also computer-generated and sent to each department on a quarterly basis at the end of November, February, May, and August of each year. The purpose of the report is to enable the departmental time clerk to compare departmental leave balances to the leave balances shown on the report. Any discrepancies must be brought to the attention of the Records

Section of the UNT Human Resources Department. Errors are to be corrected and all parties notified.

- g. Payroll Reduction of Pay Notice. This form will be used to report to UNT Payroll Office all of the hours not worked or covered by paid leave by employees, which will be deducted from their subsequent payroll check.
- 3. Time and Attendance Records upon Termination. Upon the termination of a staff member the departmental time clerk should complete the staff member's time card (Form UPO-23 or UPO-24), obtain the staff member's signature, and verify the individual's last day on the payroll. If the person terminating is a regular employee, the time clerk must also complete the individual's Vacation, Sick and Compensatory Leave Accrual Form UPO-25 and report any leave taken on the Monthly Vacation and Sick Leave Hours Utilized Report.
- 4. Records Retention. All time and attendance records must be retained for audit for a period of five (5) years.