

Chapter: Attendance, Shifts, and Timekeeping	Effective Date: 12/7/14
Title: Timekeeping	Page: 1 of 3
ACA: N/A	Replaces: PRS.27.25, 12/1/11
Statutes: Gov't Code §658.002	

(a) **Policy.**

Employees are compensated for work hours in compliance with state law and the Fair Labor Standards Act (FLSA). The agency's timekeeping system is designed to ensure all work hours are properly recorded.

Every full-time state employee is required to work at least 40 hours in a workweek or use leave, in compliance with [Texas Government Code §658.002](#).

(b) **Additional Resources.**

See [PRS.27.23](#) for an explanation of when FLSA [overtime](#) and [compensatory time](#) are earned.

(c) **Definitions.**

See the [PRS Glossary](#) for definitions of certain terms used in this policy.

(d) **Procedures.**

(1) **Time Increments.**

The agency's timekeeping system records time worked and leave taken in 15-minute increments rounded to the nearest quarter hour (e.g., .25, .50, .75, 1.00).

(2) **Employee's Responsibilities.**

(A) Each employee in a Salary Schedule A position, a Salary Schedule B position in group B24 or below, or an unclassified education position other than principal must:

(i) use the agency's automated timekeeping system to:

- (I) record a timestamp when he/she reports to work;
- (II) record a timestamp when he/she leaves work, with the exception of a lunch break; and
- (III) submit requests for time off; and

(ii) notify his/her supervisor of:

- (I) any missed timestamps; and
- (II) reasons for any exceptions to his/her regular work schedule.

(B) Each employee in a Salary Schedule B position in group B25 or above and each principal must use the agency's automated timekeeping system to:

(i) record compensatory time earned; and

Note: The employee must obtain prior approval per PRS.27.23 to earn compensatory time.

(ii) submit requests for time off when he/she works fewer than 40 hours in a workweek.

- (C) The executive director may issue a written exception to allow an [FLSA exempt employee](#) in one of the groups described in (A) above to use the agency's automated timekeeping system in the same manner as an employee described in (B).
- (D) Except as noted in (E) below, an employee may not complete another employee's time and leave record or allow another employee to complete his/her time and leave record.
- (E) When an employee is on leave, the employee's time and leave record may be completed by the employee's supervisor or higher level of authority or by the local human resources administrator (HRA) or designee.
- (F) An employee must notify his/her supervisor and the HRA or designee in writing of any timekeeping errors on or before the 15th calendar day of the month following the month in which the error occurred. The HRA or designee will:
 - (i) correct an error that is obviously a data entry error or discuss the alleged error with the employee's supervisor; and
 - (ii) inform the employee of the correction or the outcome of the discussion.

(3) **Supervisor's Responsibilities.**

An employee's supervisor must:

- (A) be familiar with the agency's timekeeping system and policies relating to use of leave and accrual of overtime and compensatory time;
- (B) enter and maintain an employee's work schedule in the agency's automated timekeeping system;
- (C) notify the local Human Resources office as soon as possible upon becoming aware that an employee with no available paid leave balances is absent; and
- (D) ensure that:
 - (i) an employee's timekeeping records accurately reflect the employee's work and leave hours;
 - (ii) any discrepancies are discussed with the employee;
 - (iii) necessary corrections are made by the employee or by the supervisor if the employee is on leave; and
- (E) review and approve electronic timecards for each workweek before the weekly deadline established by the human resources director or designee.

Note: Supervisors will generally receive a weekly email from the Human Resources Department reminding them of the deadline to approve timecards for the previous workweek. However, if a supervisor does not know the weekly deadline, he/she should contact the local HRA or designee.

(4) **Local Human Resources Administrator's Responsibilities.**

The HRA or designee must ensure that:

- (A) timekeeping records are entered into the agency's timekeeping system by established deadlines; and
- (B) email notification has been provided to the following staff members as soon as possible upon becoming aware that an employee will be placed in an unpaid leave status:

- (i) the payroll manager;
- (ii) the senior payroll accountant; and
- (iii) the appropriate human resources specialist responsible for processing the personnel action request for unpaid leave.

(5) **Daylight Savings Time Change.**

(A) **Fall Change.**

- (i) When the clock moves back by an hour from 2:00 am to 1:00 am in the fall, an [FLSA non-exempt employee](#) who works the late-night shift is compensated for the extra hour of work time.
- (ii) An employee who is regularly scheduled to work this late-night shift and who is on leave will be charged leave for the normally required shift hours (e.g., 8 hours). An employee on leave will not be required to account for the extra hour.

(B) **Spring Change.**

- (i) When the clock moves forward from 2:00 am to 3:00 am in the spring, an FLSA non-exempt employee who works the late-night shift receives credit for the missed hour.
 - (ii) An employee who is regularly scheduled to work this late-night shift and who is on leave must use leave for the normally required shift hours (e.g., 8 hours).
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