

Mitchell Hamline School of Law Human Resource Policies

Policy:	Time Sheets
Policy Number:	F.1
Scope:	All Staff & Student Employees
Effective Date:	January 1, 2016
Approval:	Human Resources and Finance

Policy Statement

All staff and student employees are required to complete a time sheet on a bi-weekly basis.

Non-exempt employees complete their time sheet based on actual hours worked. Exempt employees record exceptions to regular hours worked.

Time sheets are considered legal documents and falsification is a serious matter that may be subject to corrective action up to and including termination of employment.

Procedure

1. Each employee is required to complete his/her own timesheet using Kronos Workforce Central.
2. The timesheet is required to be approved by the employee each pay period.
3. Once approved by the employee, the manager will approve it. Any corrected entries made by the manager will be electronically recorded in the time sheet.
4. Managers are responsible for ensuring that all timesheets for their employees are approved each pay period.
5. Each employee is required to pick up and sign for his/her pay check unless written authorization to mail a pay check is on file with Finance.

Please ensure that published deadlines for submission of time sheets are met. The deadlines are necessary for administrative processing time.

Pay Checks

Pay checks are issued on a bi-weekly basis on alternating Fridays. Please refer to the Time Record Schedule for the dates covered for each pay period. **NOTE:** Paychecks are available for distribution in the Finance Office (Room 276, LEC Building) or upon written request will be mailed to you.

Direct Deposit:

Employees have the option and are encouraged to deposit their payroll checks automatically in their personal checking and/or savings accounts. Participation in direct deposit is voluntary. Please contact the Finance department for direct deposit enrollment forms.

Direct Deposit Advices are available for viewing and/or printing through Employee Self Service (ESS).

ESS/MSS Portal Link:

<https://n11.ultipro.com/Login.aspx>

Please refer to the ESS/MSS Guide located on the Faculty/Staff page of the school's website for further information.

Payroll Deductions/Garnishments

The school is required to take deductions from pay for Federal and State Income Tax, Social Security and Medicare. The school is required to take payroll deductions in accordance with court orders, for purposes such as child support withholding, levies or garnishments. The school will take additional voluntary deductions for items such as medical and dental benefit deductions and charitable donations only after an employee has authorized deductions.

Time Sheets and Reporting

State and federal laws require the school to keep accurate records of time worked by all non-exempt employees. The approved time sheet is used to compute earnings on the basis of hours worked.

Exempt employees should record exceptions to regular hours worked. Non-exempt employees are required to accurately record the time they begin and end their work on a daily basis, in addition to any departure from work for any non-business reasons. Please ensure that published deadlines are met. The deadlines are necessary for administrative processing time. The deadlines for submission of time sheets are indicated on the payroll schedule. Employees should see their Manager, Human Resources or the Payroll Administrator for any questions on how to report time worked.

Completing Your Time Sheet

1. Non-exempt (hourly) employees record actual "IN" and "OUT" times for each day rounded to nearest quarter hour and should be completed on a daily basis.

- Exempt (salaried) employees should indicate exceptions to regular hours only and should not indicate any “IN or “OUT” time. The primary purpose of a time sheet for an exempt employee is to track any exceptions to regular hours worked such as Paid Time Off (PTO), holiday, jury duty, funeral leave, etc.
- Indicate each day off in the appropriate row and column and include any explanations in the Comments Section of the Time Sheet. Below is a list of commonly used codes for time away from work:

<u>Pay Code</u>	<u>Description</u>	<u>Comments</u>
FHL	Floating Holiday	Non-union staff
HOL	Holiday	Non-union staff
HOL-U	Holiday	Union staff
OFN	Funeral Leave	Union and Non-union staff
OJN	Jury Duty	Union and non-union staff
PTO	Paid Time Off	Non-union staff
WC	Worker's Compensation	Union and non-union staff
WX	Weather Pay	Weather-related or other college declared closing

- Please approve your time sheet each pay period. Once approved, your manager will review and approve it.

Questions:

Payroll

- Timesheets
- Direct Deposit
- Retro Pay
- Non-benefit plan deductions (such as Annual Fund, United Way, garnishments, etc.)
- State Tax Reciprocity
- W-4's

Human Resources

- Address Changes
- Job Changes
- Salary Changes
- Benefit deductions (medical, dental, 403(b), dependent care and health care spending accounts, etc.)
- Leave of Absence
- Paid Time Off

Your Service Team:

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