

Handbook of Operating Procedures

TIME RECORDS, PAYCHECK, PAYDAY

A. Purpose

The purpose of this policy is to set forth the basic requirements regarding time records, paycheck and payday information.

B. Persons Affected

This policy applies to all employees of The University of Texas Rio Grande Valley (UTRGV).

C. Definitions

1. Business day - is defined as a day other than weekend and UTRGV holiday.
2. Calendar Work Week - The calendar work week at UTRGV consists of a seven-day period starting on Monday at 12:01 a.m. and ending on the following Sunday at midnight.
3. Exempt Employees - Employees appointed to executive, professional, administrative, or certain computer-related positions that are not subject to the minimum wage or overtime provisions of the FLSA. Whether a position is exempt depends upon its primary job duties and compliance with statutory salary requirements. The Office of Human Resources will follow FLSA regulations and guidelines to determine whether a position is exempt.
4. Full-time non-faculty employee - An exempt or non-exempt staff employee who is appointed to work 40 hours a week.
5. Non-exempt Employees - Employees appointed to positions which do not fall under one of the exemptions found in the FLSA and whose positions are therefore subject to all provisions of the FLSA, including the overtime provisions. This includes regular and temporary (includes direct wage and work-study employees) staff employees.
6. Regular Employees - Those employees who are employed to work at least 20 hours per week for a period of at least four and one half months, excluding students employed in positions that require student status as a condition for employment.
7. Salaried Employees - Those faculty and staff employees, both exempt and non-exempt, who are paid a fixed monthly salary.
8. Usual operational hours - Monday - Friday, 8:00 a.m. - 5:00 p.m.
9. Waged Employees - Those employees, both work-study employees and those under direct wages, who are paid a fixed hourly rate and whose paycheck varies according to the number of hours worked.

D. Policy

The policy of UTRGV is:

1. Official time records are to be accurately prepared and maintained on all employees in accordance with established Federal and state law and UTRGV procedures.
2. Time records are to be submitted by published due dates.
3. Time records must be retained in accordance with UTRGV's records retention schedule.
4. Paydays are established in accordance with state law (*Texas Government Code*, section 659.083) and established UTRGV procedures.

E. Procedure

1. *Responsibilities:*

- a. Employees are responsible for:
 - i. accurately and timely reporting time worked and absences taken;
 - ii. submitting time or leave records by published due dates;
 - iii. reporting discrepancies in pay to their supervisor and the Office of Human Resources; and
 - iv. complying with UTRGV leave policies.
- b. Supervisors of employees are responsible for:
 - i. ensuring employees' time records are completed accurately and submitted;
 - ii. verifying monthly time records for accuracy;
 - iii. approving/submitting time records by due dates;
 - iv. assisting employees in resolving discrepancies in pay;
 - v. ensuring that pay discrepancies have been timely reported;
 - vi. complying with applicable Federal and State law, and UTRGV leave policies (e.g., HOP ADM 4-601 (Family and Medical Leave), HOP ADM 4-602 (Annual Leave)).

2. *Time Records:*

Time records are official certifications of time worked and leave charged and as such should be completed carefully and accurately. Falsification of time records is considered a serious offense for which disciplinary actions will be taken, up to and including termination.

- a. Time records are submitted using Oracle E-Business Suite - Time entry must be completed by all employees for all assignments.

- b. Employees will accurately record time worked and leave taken - Time worked and absent is recorded to the nearest quarter of an hour, with fractions of hours recorded as 0.25, 0.50, and 0.75. Published due dates are available at the Payroll Office website.
- c. Instruction for Completion of Time records - Specific instructions for the completion of time records are provided on the Payroll Office website.

3. *Payday:*

Published pay dates for all employees are available on the Payroll Office website.

4. *Paychecks:*

A statement of payroll earnings and deductions is available to employees via the UTRGV Self Service application.

F. Relevant Federal and/or State Statute(s), Board of Regents' Rule(s), UTS Policy(ies), and/or Coordinating Board Rule(s)

Texas Government Code, Chapter 441.183, Records Management Duties and Responsibilities of State Agencies

Texas Government Code Sections 658.002, Work Hours Required for Salaried Employees; 658.005, Regular Office Hours for State Employees and 658.007 Working Hours for Employees of Institutions of Higher Education

Texas Government Code Section 659.083, Payday

Texas Government Code Section 661.203, Leave – Faculty at Institutions of Higher Education

Texas Government Code Section 661.908, Leave Records; Time and Attendance Records

Texas Government Code Section 662 Subchapter A, Holidays and Recognition Days, Weeks and Months

G. Dates Reviewed or Amended

July 13, 2022 - Reviewed and amended (non-substantive: updated responsible executive).