

Time Reporting Policy

Effective Date:	March 15, 2013
Supersedes:	N/A
Policy Review Date:	July 2020
Issuing Authority:	Research Foundation President
Responsible Party:	Senior Director, Human Resources
Contact Information:	518-434-7080 hra@rfsuny.org

Reason for Policy

Time reporting is the basis for determining payment to employees for services performed.

As a private, nonprofit corporation, The Research Foundation for The State University of New York ("Research Foundation" or "RF") must comply with the time reporting provisions of the Fair Labor Standards Act (FLSA) of 1938, as amended, and New York state (NYS) labor laws.

The FLSA and NYS labor laws require the Research Foundation to maintain time reports for Nonexempt Employees that document each hour worked in order to fulfill the overtime calculation requirements and specify record keeping requirements for Exempt Employees who are in bona fide executive, administrative, and professional positions. In addition, signed time reports are used to verify time worked in the event of a Workers' Compensation liability claim and to ensure that Research Foundation employees are working the required hours commensurate with their established work schedule.

This policy does not address effort reporting. Please refer to the RF's [Effort Reporting Policy](#).

Statement of Policy

All Research Foundation Nonexempt Employees must complete, sign, and submit an Hourly or Biweekly Attendance Report once every two weeks to their manager or supervisor. The employee's signature on the report certifies that his or her entries on the report are accurate. All managers or supervisors of RF Nonexempt Employees must sign the Hourly or Biweekly Attendance Report certifying that the information on the report has been reviewed and is accurate to the best of the supervisor's knowledge.

All Research Foundation Exempt Employees (bona fide executive, administrative, and professional positions) must complete, sign, and submit an Exception Report each calendar month to their manager or supervisor. All managers and supervisors of RF Exempt Employees must sign the Exception Report certifying that the information on the report has been reviewed and is accurate to the best of the supervisor's knowledge.

Timely Submittal of Reports

Hourly and Biweekly Attendance Reports and Exception Reports must be submitted at the end of the work period for which time is being reported and no later than the end of the next reporting period.

Retaining Reports

Hourly and Biweekly Attendance Reports and Exception Reports must be accessible at the campus or operating location where the employee works or at an established central record office where such records are normally maintained at the campus. These completed and signed reports are subject to

unscheduled audits by the Department of Labor's Wage and Hour Division and must be kept in accordance with the Record Management Policy.

Monitoring

Campus administrators must also have a system in place for tracking the receipt of Hourly and Biweekly Attendance Reports and Exception reports. The RF operations managers or designee must follow-up with the manager/supervisor or the employee regarding missing time reporting documents. Managers/supervisors are responsible for ensuring that an employee's documented time and attendance is consistent with the actual time and attendance put forth by that employee.

Responsibilities

The following table outlines the responsibilities for compliance with this policy:

Responsible Party	Responsibility
RF Operations manager or designee	Ensuring that the campus location is in compliance with the Time Reporting Policy through careful monitoring.
Managers/ supervisors of RF employees	Ensuring that Hourly or Biweekly Attendance Reports and Exception Reports are received timely, reviewed for inaccuracies, signed, and submitted to the campus HR office.
Nonexempt and Exempt Employees	Ensuring that the Hourly or Biweekly Attendance Reports or the Exception Reports are completed, signed, and submitted timely.
Office responsible for processing time reporting documents	Ensuring that Hourly or Biweekly Attendance Reports and Exception Reports are received timely, completed, include the required authorized signatures, and are retained in accordance with this policy.

Definitions

Nonexempt Employee: An employee who is in a position that does not satisfy the Fair Labor Standards Act (FLSA) tests for exemption from the FLSA overtime provisions based on salary and position responsibilities.

Exempt Employee: An employee who is in a position that satisfies the Fair Labor Standards Act (FLSA) tests for exemption from the act's overtime provisions based on salary and position responsibilities.

Hourly and Biweekly Attendance Reports: Time reports used by Nonexempt Employees to report time and attendance.

Exception Reports: Time reports used by Exempt Employees to report time and attendance.

Related Information

[Effort Reporting Policy](#)

[Completing and Monitoring Attendance Reports Procedure](#)

[Fair Labor Standards Act of 1938, as amended](#)

[Records Management Policy](#)

Forms

[Biweekly Attendance Report \(Word\)](#)

[Biweekly Attendance Report \(PDF\)](#)

[Exception Report for Exempt Personnel \(Word\)](#)

[Exception Report for Exempt Personnel \(PDF\)](#)

[Hourly Attendance Report \(Word\)](#)

[Hourly Attendance Report \(PDF\)](#)

Change History

Date	Summary of Change
December 7, 2012	Revised existing policy; removed references to OMB Circular A-21; revised the Responsibilities section to include all stakeholders responsible for complying with the policy. Formatted for new template. Effective 3/15/2013
October 12, 2001	Update "effort reporting" (i.e., personal activity reporting) areas.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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