



ADMINISTRATIVE DIRECTIVE

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July 1, 2011		

I. PURPOSE

This directive establishes record-keeping requirements in conformance with the Fair Labor Standards Act to ensure that all employees are paid for their time worked.

II. POLICY

Employees and supervisors are responsible for assuring the accuracy of the Time Worked Record and time sheet. Inaccurate recording of time worked or additional pay, either willful or unintentional, is subject to disciplinary action up to and including discharge from employment.

III. DEFINITIONS

- A. **Break** – A rest period of short duration running from 5 minutes to about 15 minutes that is counted as hours worked for non-exempt employees.
- B. **Certification** – Signature of an employee, supervisor or director attesting to the accuracy of the entries on a time worked record or a time sheet.
- C. **Exempt Employee** – An exempt employee is one who is exempt from the provisions of the Fair Labor Standards Act including executive, administrative and professional exemptions (See Administrative Directive 2.01-2, Overtime)
- D. **Lunch Period** – A daily 30-minute (minimum) scheduled unpaid time off work for a meal that is not counted as hours worked for non-exempt employees. The lunch period cannot be taken at the beginning or end of the work day.
- E. **Non-Exempt Employee** – A non-exempt employee is one who is eligible to receive overtime compensation as required by the Fair Labor Standards Act (See Administrative Directive 2.01-2, Overtime).
- F. **Time Sheet** – The time sheet is a computer generated form, a supplemental form, or electronic document used for the purpose of entering time and leave data into the City of Tucson's American Human Resources System (AHRs) in order to generate paychecks and maintain leave and pay balances. The time sheet shows any additional pay such as Standby Pay or Shift Differential Pay, and leave time used by exempt and non-exempt employees. It is not a substitute form to document time worked for the purpose of complying with the Fair Labor Standards Act or this policy.
- G. **Time Worked** – The actual hours worked per day recorded by the date and time.
- H. **Time Worked Record** – The Time Worked Record is a record detailing an employee's name, payroll number, pay period, days worked, and time of day worked. It may be a



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record generated by an electronic time keeping system or a form that is used to record time worked.

IV. PROCEDURE FOR REPORTING TIME WORKED AND EMPLOYEE LEAVES

A. Non- Exempt Employees

1. Each non-exempt employee is responsible for accurately recording all hours worked each day using an electronic time keeping system or a form as determined by his/her department. At a minimum the following items must be recorded:
 - a. Employee's name and payroll number
 - b. Pay period dates
 - c. Actual daily starting time
 - d. Actual daily lunch period beginning and ending time
 - e. Actual daily ending time
 - f. Employee's signature

2. Non-exempt employees who are allowed to take breaks during the work day are not required to record the break times. Breaks may not be taken at the beginning or end of the work day. Time granted for breaks does not accrue.

Non-exempt employees are required to take a lunch break during the work day. The lunch break shall, at a minimum, cover a thirty minute period and the employee is responsible for accurately recording the start and end time of their lunch break. Each department shall determine the schedule or time periods during which lunch breaks for non-exempt employees are to be taken with the exception that lunch breaks may not be taken at the beginning or end of the work day.

3. Each non-exempt employee is required to complete, sign and date a Request for Leave of Absence when any of the following occurs during the pay period:
 - a. Leave time is used (e.g. vacation, sick, military, jury/witness duty)
 - b. Compensatory time is used
 - c. Leave without pay is taken

4. When a non-exempt employee is not available to complete the Time Worked Record or Request for Leave of Absence, the employee's supervisor shall complete the document for the employee and include a signed notation explaining why the employee was unable to complete the document.



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5. Employees are not allowed to use an electronic time keeping system to clock in or out for another employee. Clocking another employee in or out may result in discipline up to and including discharge from employment.
6. Supervisors of non-exempt employees are responsible for certifying that the Time Worked Records and Request for Leave of Absence received from the employees are accurate.
7. Supervisors of non-exempt employees are responsible for ensuring that employees work 40 hours per workweek in non-holiday weeks before overtime or compensatory time is authorized.

B. Exempt Employees

1. Exempt employees are not required to record hours worked each day.
2. Exempt employees are required to complete, sign and date a Request for Leave of Absence when any of the following occurs during the pay period:
 - a. Leave time is used (e.g. vacation, sick military, jury/witness duty)
 - b. Leave without pay is taken
3. Supervisors of exempt employees are responsible for approving Requests for Leave of Absence received from their employees, and ensuring that their employees are at work on scheduled workdays unless the supervisor has granted permission to leave.

C. Department Director Responsibility

1. The department director is responsible for assuring the accuracy of the Time Worked Records and Requests for Leave of Absence used to generate the time sheet. Hours worked shall be accumulated from the Time Worked Record and recorded on the time sheet.
2. The city uses a rounding procedure in the calculation of total hours worked to allow flexibility when recording insignificant or "de minimis" variation in actual time worked. The rounding procedure may be applied up to five (5) minutes before or after the daily start or end times. The rounding procedure applies only up to a total of 10 minutes in a workday. If an employee's actual time exceeds the five (5) minutes allowed at the start and end of each workday, the actual start and end times must be used when calculating the daily work time. The rounding procedure does not apply to unpaid lunch periods and is not intended to avoid paying overtime, nor does it relieve an employee's responsibility to report to work on time and remain at work as scheduled. This rounding procedure only applies



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to the posting of an employee's work hours to the time sheet. The time worked record must reflect the actual time worked.

3. The department director or designee must approve time sheets by signing on the paper version or by approval code on electronic documents, thus authorizing the payroll for payment and certifying that the Time Worked Record is on file in the department.
4. Time Worked Records shall be retained by the department for a minimum of three years. The period of retention shall be longer if required by other criteria (i.e., federal grant regulations). Time Worked Records shall be available for audit or inspection.

Appendices None

References Administrative Directive 2.01-2, Overtime

Review Responsibility and Frequency The Director of Human Resources will review this directive annually, based on date of publication.

Authorized



 City Manager

 Date
 7-1-11