

CLAFLIN UNIVERSITY

PROCEDURES FOR COMPLETING RECORDKEEPING DOCUMENT FOR NON-EXEMPT EMPLOYEES

This form is designed to document the official time worked for non-exempt employees. The form must be completed by the supervisor or designee. The requested information on the employee and the department must be included and properly completed on the document.

The official time worked must be entered for the correct week, day, and date and must include the time the employee reported to work (Time-In) and the time the employee departed from work (Time-Out). The time recorded must include the lunch period for recordkeeping purposes only. The unpaid lunch period must be deducted prior to entering the total hours worked daily on the form. The daily totals must be calculated and entered in the weekly total column. The information must be entered daily. If an employee does not report to work and is on approved leave with or without pay, indicate in "Time-In/Time-Out" the appropriate leave type (i.e. Vacation = V, Sick = S, Holiday = H, LWOP). In this case, the daily total will be 0 because the employee did not physically work.

This form must be completed with all of the requested data. The employee and supervisor must sign and date the document. The supervisor is responsible for the accuracy of the data submitted on this form. A copy of this document must be maintained for recordkeeping purposes.

The original document must be submitted to the office of the appropriate Vice President or President on the 3rd of each month. The Vice President's/ President's designee will submit all of the recordkeeping documents for the division to the Office of Human Resources by the 5th of each month. If the 3rd or 5th falls on the weekend, the documents should be submitted the following Monday.

If a non-exempt employee works more than 40 hours per week for any given workweek, a Recordkeeping Document must be completed and signed for that specific week and a copy attached to the Overtime Form. The original Recordkeeping Document must be submitted in accordance with the guidelines in paragraph #4. If a non-exempt employee works more than 40 hours per week during a pay period, they will normally have multiple Recordkeeping Documents for that month.

When an employee works overtime, a copy of the approved Overtime Form must be attached to the Recordkeeping Document that is submitted to the Office of Human Resources.