



## **XAVIER UNIVERSITY**

### **Recording Time Worked**

**Effective Date:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### **A. REASON FOR POLICY**

Xavier University uses time records for keeping track of time worked in order to comply with federal and state wage-hour laws, to document employee working hours, to account for the use of paid leave and to permit sound business decisions regarding staffing and organizational structure.

#### **B. POLICY**

Hourly employees are required to record all hours worked for Xavier University. Time clocks, timesheets, and other types of records may be used by Xavier University to document the hours worked by employees so wages can be determined. Failure to adhere to the reporting procedures adopted by Xavier University may result in disciplinary action and loss of pay for the hours of work Xavier University cannot verify.

#### **C. PROCEDURE**

1. All hours worked by hourly employees must be recorded and reviewed by a supervisor prior to payroll completion. As part of the orientation process, employees will become familiar with the type of time record used for their position.

2. Employees in departments using time clocks are responsible to clock in when they start work and clock out when they stop work. An employee who clocks in or out for another employee shall be subject to discipline.

3. Failing to report time worked, misrepresenting time worked, altering any time record, or allowing any time record to be altered by others may result in discipline up to and including termination or discharge depending upon term used throughout manual.

4. If an employee fails to clock in or out as required, they should notify their supervisor as soon as possible.

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**Other applicable policies and/or resources:**

Fair Labor Standards Act  
Overtime