

Time & Leave Reporting Guidelines

Revision Date: January 29, 2015

Employees who do not submit time/leave reports timely should expect that their direct deposit will be turned off

Employee Group	Time Reporting	Leave Reporting	Time/Leave Reports Due (** SEE NOTE BELOW **)
CSEA	Daily report of exact in and out times recorded on bi-weekly time sheet - Rounding "In" & "Out" times to nearest 15 minute increment is not permitted	Leave accruals must be charged in quarter hour increments on bi-weekly time sheets	TUESDAY following end of payroll period, unless otherwise noted on submission schedule
PBA	Daily report of exact in and out times recorded on bi-weekly time sheet - Rounding "In" & "Out" times to nearest 15 minute increment is not permitted	Leave accruals must be charged in quarter hour increments on bi-weekly time sheets	TUESDAY following end of payroll period, unless otherwise noted on submission schedule
UUP Exempt	N/A - does not have to record "in and out" times	Monthly Leave Report recorded in the online SUNY Time & Attendance System	By the 10th of the following month (e.g., March reports due by April 10th)
UUP Non-exempt	Daily report of total hours on bi-weekly time sheet	Monthly Leave Report recorded in the online SUNY Time & Attendance System	TIMESHEET: TUESDAY following end of payroll period, unless otherwise noted on submission schedule. LEAVE REPORT: 10th of the following month
M/C Unclassified	N/A - does not have to record "in and out" times	Monthly Leave Report recorded in the online SUNY Time & Attendance System in quarter day increments	By the 10th of the following month (e.g., March reports due by April 10th)
Research Foundation Exempt Employee	N/A - does not have to record "in and out" times	Monthly Leave Report recorded in quarter day increments	By the 10th of the following month (e.g., March reports due by April 10th)
Research Foundation Non-exempt Employee	Daily report of exact in and out times recorded on bi-weekly time sheet - Rounding "In" & "Out" times to nearest 15 minute increment is not permitted	Leave accruals must be charged in quarter hour increments on bi-weekly time sheets	WEDNESDAY following end of payroll period, unless otherwise noted on submission schedule
Research Foundation Research Project Assistant (RPA)	Monthly exception reports	N/A	By the 10th of the following month (e.g., March reports due by April 10th)
Student Assistant	Daily hours recorded in quarter hour increments on bi-weekly time sheet	Leave accruals must be charged in quarter hour increments on bi-weekly time sheets	FRIDAY following end of payroll period, unless otherwise noted on submission schedule
College Work Study Employee	Daily hours recorded in quarter hour increments on bi-weekly time sheet	Leave accruals must be charged in quarter hour increments on bi-weekly time sheets	FRIDAY following end of payroll period, unless otherwise noted on submission schedule
GSEU Employee	N/A	See Director of HR	N/A

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FROM FEBRUARY 2015 EMAIL THAT WAS SENT TO CAMPUS:

This message pertains to all ESF employees and supervisors! The above Time & Leave Reporting Guidelines” provides information for both supervisors and employees of various groups regarding proper completion of timesheets, leave accrual reports, and exception reports. Accurate and timely reporting of time worked is a requirement under Federal and State laws, as well as SUNY and Research Foundation policy. Failure to properly record, review, and approve time reports may be considered fraud, which may also be a crime. Supervisors and employees can be held personally liable for improper recording of time reports, even if there was no intent to commit fraud. Effective immediately, those employees whose time reports are not submitted on a timely basis as per the above schedule, can expect to have the direct deposit of their paychecks cancelled; their paychecks will instead be available for pick-up in the Cashier’s office, 102 Bray Hall. If you have any questions about time reporting, please contact the Payroll Office at x6625.

<u>ACCURACY</u> Discussion Points	<u>TIMELINESS</u> Discussion Points
<ul style="list-style-type: none"> Employees who record exact “in” and “out” times on a daily basis must report any fluctuations in usual schedule. For instance, an employee normally begins work at 8:00 AM and ends at 4:30 PM. One day, he/she arrives at 8:15 AM and the supervisor approves the employee to work until 4:45 PM to make up the 15 minutes, the time sheet should show the actual revised start and end times. Employees should not estimate or reconstruct hours worked. 	<ul style="list-style-type: none"> Timely submissions of time reports will help prevent time sheet error or fraud.
<ul style="list-style-type: none"> Employees are not permitted to work any hours which are not recorded on the time sheet. Even if there is no money left in the account or grant to pay the employees, the College must still pay the employees for any time worked. 	<ul style="list-style-type: none"> In addition to the statutory impacts, there are financial impacts to consider. Not properly documenting time spent on various RF grants has resulted in the College having to pay money back to the grantor because the College could not demonstrate that certain employees actually worked on their award. Submitting accurate time reports would have prevented this.
<ul style="list-style-type: none"> Employees are not permitted to record hours for any days they did not work, even if the authorization for employment period has ended and there is money remaining in the award or grant, such as a Work-Study allocation. If there is money left, a new or revised authorization must be obtained for any additional work hours. 	<ul style="list-style-type: none"> Time sheets, leave reports, and exception reports must be submitted on a timely basis to the Payroll Office (note: only RPA exception reports are sent to the Human Resources Office) (see chart)
<ul style="list-style-type: none"> Employees may not “volunteer” extra hours in their regular positions without recording those hours as work time on the time sheets when the extra hours actually occurred; this is a Department of Labor requirement. 	
<ul style="list-style-type: none"> Employees who currently complete bi-weekly or monthly leave reports should keep accurate records of leave accrual use in order to complete the leave reports accurately. 	
<ul style="list-style-type: none"> Employees who complete monthly exception reports should record any time their obligation is not met, and the supervisor should track as well. 	
<ul style="list-style-type: none"> Supervisors should also track any leave time for employees and reconcile their records to the time reports before signing. In many offices, a person such as the Department Secretary may be assigned to track and record leave time of department employees for the supervisor. 	