

HR Timekeeping Policy Changes - July 2016

HR Policy/Guideline	Previous Language or Recommendation	July 2016 Revisions
All Policies	Usage of the words "bi-weekly" and "monthly" when referring to FLSA Status	Changed bi-weekly to non-exempt and monthly to exempt where appropriate
HR Policy 208 - Time Cards and Time Sheets	Title of policy "Time Cards and Time Sheets"	Changed title of policy to Time Tracking and Recordkeeping
HR Policy 208 - Time Cards and Time Sheets	<p>Removal of sentences: " However, departments are given the discretion to determine the most appropriate method of documenting and submitting biweekly employees' time and attendance. The tracking and reporting methods include but are not limited to a time clock or paper form, specified department personnel responsibility for submitting multiple employees' TEL documents, or each employee may be responsible for submitting their own TEL information each biweekly pay period. If the department selects any other option besides an employee entering their own time into TEL, the original timekeeping source should be retained by the department for seven years."</p> <p>Change "supervisors and department heads" to "supervisors or department/unit heads".</p> <p>Change University language to mimic Hospital 7 minute rule.</p>	<p>Time records are the basic source of information of payroll purposes; therefore, time worked must be reflected accurately. Falsification of time or unauthorized submission is a serious offense and may result in termination. Time records should be approved by supervisors or department/unit heads for accuracy. Departments are required to use the UAB approved Timekeeping System for the final submission of time.</p> <p>All nonexempt employees (including any nonexempt employee who works remotely with internet access) should punch (badge) in/out using the UAB approved timekeeping system. Nonexempt employees who are required to travel to locations with no access to the internet should communicate with their supervisor or department, record their time (e.g., paper timesheet) and submit to their supervisors; the supervisors should then enter the time into the timekeeping system.</p> <p>•In order to be paid for the full shift, University nonexempt employees must record time in and out within seven minutes of shift begin and end times.</p> <p>•Hospital employees must record time in and out within seven minutes of shift begin and end times.</p> <p>These statements refer to the method of pay computation and do not imply permission to be up to seven minutes late or to leave seven minutes early.</p>
HR Policy 621 - Work Breaks	Title of policy "Work Breaks"	Changed Title of policy to "Work (Rest) Breaks and Meal Periods"
HR Policy 621 - Work Breaks	If the workload permits, breaks and rest periods are allowed. Employees should be aware that taking a break or a short rest period depends upon the department involved and whether normal work can be continued while employees take breaks. Where rest periods are allowed, they are limited to two 15-minute breaks per shift. Breaks typically may not be accumulated to allow employees to leave work early or to extend or replace a lunch period.	<p>Changed language to match section 4.5 of the You and UAB Handbook. Added Nursing Mothers FLSA language</p> <p>If the workload permits, work breaks are allowed, but they are not guaranteed. Employees should be aware that taking work breaks depends upon the department involved and whether normal work can be continued while employees take breaks.</p> <p>Where work breaks are allowed, they are limited to two paid, 15-minute breaks per shift and typically may not be accumulated to allow employees to leave work early or to extend or replace a meal period.</p> <p>The University generally provides the opportunity for an uninterrupted, unpaid meal period of no less than 30 minutes. The actual time and length of the meal period will be scheduled by the supervisor. Meal periods are considered personal time, and employees are encouraged to leave the immediate work area in order to eat and relax. Time spent during the meal period is not considered work time for pay purposes. Non-exempt employees must punch (badge) out/in for meal periods. Prior authorization is required before working during a meal period. If you work during your meal period, this time should be counted as work hours.</p> <p>Nursing Mothers and Lactation Support Departments are required to provide an appropriate location and give breaks, as necessary, to nursing mothers to express breast milk for her nursing child up to one year after the child's birth. The location cannot be a bathroom and must be shielded from view, free of interruptions and readily available to the employee. Lactation centers located at UAB are listed here. Employees who use work breaks to express milk must be compensated in the same way that other employees are compensated for work breaks.</p>
UAB Smartphone Use for Nonexempt Employees	Current verbiage remains the same	No changes recommended
You and UAB Handbook	Usage of the words "bi-weekly" and "monthly" when referring to FLSA Status	Changed bi-weekly to non-exempt and monthly to exempt where appropriate

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You and UAB Section 4.5 - Meals and Breaks	<p>Rest periods are allowed, but they are not guaranteed. Where rest periods are allowed, they are limited to two 15-minute breaks per shift. Breaks may not be accumulated to allow employees to leave work early and should be uninterrupted.</p> <p>UAB provides meal breaks of 30 minutes or one hour depending on the work unit. Meal breaks of 30 minutes or more are unpaid and should be uninterrupted.</p>	<p>Same as HR Policy 621</p>
You and UAB Section 4.6 - Timekeeping	<p>Time records are the basic source of information for payroll purposes; therefore, time worked must be recorded accurately. Falsification of time records is a serious violation of UAB policy and can result in immediate discharge. Time records should be checked by supervisors or department/unit heads for accuracy. No changes, corrections or notations are to be made on the time records except with the approval and signature of a department/unit head or supervisor. An employee who badges (clocks) another employee in or out or who requests that another employee badge (clock) him/her in or out may be subject to discharge.</p> <p>Hourly paid employees are not permitted to work before or after their scheduled times unless authorized by their department/unit. There can be no deviation from this policy except at the direction of one's supervisor or department/unit head.</p>	<p>Change "supervisor and department/unit head" to "supervisor or department/unit head".</p> <p>This should be a key point for training -- "An employee who badges (clocks) another employee in or out or who requests that another employee badge (clock) him/her in or out may be subject to discharge".</p>
<p>Need policy to address Comp Time</p>	<p>Added statement in Section 5.6 Overtime Hours</p>	<p>Employees covered by the Fair Labor Standards Act (FLSA) are referred to as non-exempt. Employees not subject to the Act's overtime provisions are referred to as exempt meaning they are exempt from the Act's overtime rules. FLSA's exemption status is dependent on job duties, responsibilities, educational requirements and salary. Human Resources Compensation Department will determine the correct status of employees.</p> <p>For non-exempt employees, the FLSA requires overtime pay at a rate of one and one-half times an employee's regular rate of pay after 40 hours of work in a work week of seven consecutive days (168 hours). For purposes of the FLSA, UAB is considered one employer regardless of where on campus an employee works. Consequently, all hours are considered for pay calculation and if overtime payment is due.</p> <p>Non-exempt employees may not start work before the beginning or work beyond the ending of the scheduled shift without the supervisor's approval. Non-exempt employees should not work at his/ her work station during the unpaid meal break. Supervisors and managers are responsible for monitoring overtime closely. If employees fail to adhere to the overtime guidelines, disciplinary action may be taken.</p> <p>UAB does not allow Compensatory time, or "Comp Time" for employees. Non-exempt employees must be paid overtime pay for any hours in excess of 40 hours in a work week.</p> <p>Overtime provisions do not apply to exempt employees. For questions or further clarification of the FLSA, please contact an HR Representative or HR Compensation by calling 205-934-5264.</p>