

eTime Employee Guidelines

College of Veterinary Medicine – Revised March 2012

As an employee, it is important that the responsibilities of managing your time in the accurate and timely reporting of your hours worked is considered among your top priorities and that you make adjustments in your daily activities as a result of the changes in the timekeeping process.

This is most critical for those supervisors who manage biweekly paid employees/students. As has been communicated in the training, biweekly employees will not receive a paycheck for any week/pay period which is not submitted and approved in a timely manner.

Following is a list of guidelines and expectations that supervisors must adhere to in order to manage the timekeeping process successfully:

Timekeeping Guidelines

- Track your time accurately
- **Track your lunch in/out times**
- Do not change your 'preferences'
- **Submit your timesheet every Friday**
- **Submit your timesheet early** if you will be absent on Friday
- **Submit your leave requests first**
- **Do not submit your timesheet if your leave requests have not been approved** and are not visible in your timesheet
- If you work less hours than your FTE, you are responsible for submitting a leave request for the balance of hours
- If you work more than 40 hours per week:
 - If time has **not** been **PRIOR approved = Comp Time Only**
 - If time has been **PRIOR approved = Overtime or Comp Time**
 - You **MUST** note the reason for additional hours in the comments box. Anytime submitted without comments, will be adjusted to Comp Time only!
- Consult your departmental HR Professional for assistance