



New York Medical College Policy and Procedure Manual

Section: PAYROLL	No.: CO.501
	Date: November 15, 2007
Subject: TIMESHEET REPORTING	Page 1 of 17
	Supersedes: 03/16/06

I. Purpose

To establish guidelines for the accurate recording of time/hours to be reported on Departmental Payroll Timesheets.

II. Scope

This policy applies to all College employees except those whose time is charged 100% to a HHC affiliation contract. The latter group utilizes a Certificate of Effort to record their time which is submitted to the Affiliation Administration Office.

Certain items for Collective Bargaining Unit (CBU) employees are governed by the terms and conditions in the appropriate labor agreements.

III. Definition

A. Exempt employees (Salaried)

All employees who are exempt from the overtime pay provision in the Fair Labor Standards Act in the broad categories of "white collar" jobs; including but not limited to, faculty, officers, administration, managerial and professional employees.

B. Non-exempt employees (Hourly)

Employees who are covered by the Fair Labor Standards Act minimum hourly wage and overtime pay provisions for hourly paid employees, including but not limited to clerical, "blue collar", maintenance, semi-skilled workers, technicians.

C. Collective Bargaining Unit CBU employee (Hourly)

Union represented employee in the Collective Bargaining Unit (CBU).

IV. Policy

Issued By:	Approved By:
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1. It is the policy of New York Medical College that all employees record /evidence their attendance or absence on Payroll Timesheets as outlined below.
2. The preparer, approver and employee are required to sign and certify that the recordings on the **Payroll Timesheet (Payroll-2)** are accurate and representative as stated.
3. The College will not be responsible to pay an employee for any accumulated time that has not been recorded timely on a **Payroll Timesheet (Payroll-2)** and that does not comply with various College Policies and procedures.

V. Procedure

A. Payroll Department

1. Produce a two (2) part bi-weekly **Payroll Timesheet (Payroll-2)** and **Departmental Timesheet Summary (Payroll-1)** cover sheet with the following information:
 - a. Department number and name
 - b. Period beginning and ending dates
 - c. Employee numbers
 - d. Employee names
 - e. Employee class
 - f. Employee type
 - g. Hours scheduled weekly
2. Deliver **Departmental Timesheet Summary (Payroll-1)** and **Payroll Timesheet (Payroll-2)** to College departments prior to the beginning of the bi-weekly payroll cycle.

B. Departmental Administrators/Supervisors/Designees

1. Review the **Departmental Timesheet Summary (Payroll-1)** and **Payroll Timesheet (Payroll-2)** and ascertain that all departmental employees are listed.
 - a. For employees who do not appear on the departmental payroll timesheet for the current pay cycle: please print the employee's number (new hire or transferees), name, class, type and scheduled weekly hours in the **Employee Number and Name column on a Blank Payroll Timesheet**, which are periodically provided to departments. This information should resemble what appears for those employees already listed. Contact the Payroll Department for a separate blank timesheet for recording time for new employees or transferees if one is not available.
2. Prior to the beginning of each bi-weekly payroll period place the **Departmental Payroll Timesheet (Payroll-2)** in an area that is accessible to departmental employees to record their time/hours on a daily basis.
3. The department to which an employee is permanently assigned (primary department) shall report all time/hours for that employee each pay period. Should time for one (1) employee be divided between two (2) or more locations/departments, the non-primary department will report an employee's time to the primary department which will report all hours for that employee to the Payroll Department, excluding those Teaching hours worked in either the Graduate School of Basic Medical Sciences or School of Public Health.
 - a. The employee's Personnel Action Form (PAF) (**HR-31**) form should be reviewed periodically by the Primary Departmental Administrator to whom an employee is assigned to ensure that wages are distributed properly.

C. Recording time/hours

1. Non-exempt and CBU employees shall record (in ink) the time they arrive in the appropriate "In" box and the time they depart in the appropriate "Out" box. Recordings shall be made daily upon arrival and departure and shall be stated in hours and minutes.
 - a. Employees who arrive before or leave work later than their regular scheduled hours and are not working overtime shall record their time based on their regular scheduled hours e.g. 8:30 - 4:30.
 - b. Employees who arrive after and/or leave work before their regular scheduled hours shall record their actual time based on arrival and departure times e.g. 8:40 - 4:15.
 - c. Employees who arrive late or leave early may, with prior supervisory approval, make up the lost time on the same day by arriving early or leaving later e.g. 8:40 - 4:40, 8:15 - 4:15 or by using compensatory time that has been earned during the same pay period and record the lost time as "C" on the timesheet for the compensatory time.
 - d. When a work day is divided between work and vacation or sick, etc, non-exempt employees record actual time hours worked and the "In-Out" box shall be divided in half, on a diagonal, recording the time or hours worked in the left portion and the vacation or sick, etc. hours (in one-half (1/2) hour increments) in the right portion for non-exempt and union employees.
 - e. Meal periods less or more than one hour for a non-exempt or CBU employee shall be recorded/identified on the **Payroll Timesheet (Payroll-2)** by the departmental supervisor/designee by adjusting the "Out" box time for that employee in quarter hour increments (e.g. 15 min. = .25 hours)

2. Exempt employees (see definition for this policy only) shall record (in ink) a dash (-) in the appropriate "Out" box for each full day of work. Recordings shall be made at the end of each day.

- a. When a work day is divided between work and vacation, personal, bereavement, etc. the "In-Out" box shall be divided in half, on a diagonal, recording a dash for the time at work and the letter reason code in the other half of the diagonal for vacation, personal, bereavement. Exempt employees' time can only be recorded in half-day increments.
3. Recording of time for hours not worked such as sick, vacation, holiday, personal day, etc. shall be recorded daily at the end of each day, in the appropriate "Out" box, by the departmental Supervisor/designee using the appropriate letter code. Recordings are based on the letter codes at the top of the **Payroll Timesheet (Payroll-2)** plus the first letter of Vacation and Sick as follows:

<u>Letter Code</u>	<u>Description</u>
A	Family Medical Leave Act (Requested)
B	Bereavement Pay
C	Compensatory Pay
D	Shift Differential Pay
E	Education / Seminars / Conference Pay
F	Sick Fractional Pay (CBU only)
G	Unassigned Code
H	Holiday Pay
I	Unassigned Code
J	Jury Duty Pay
K	Back Pay Due Employee
L	Military Pay
M	Marriage Pay (1199-CBU only)
N	Excused without Pay
O	Premium Overtime Pay
P	Personal Pay
Q	Excused with Pay
R	Regular Pay
S	Sick Pay

T	Unassigned Code
U	Child Birth Pay (1199-CBU only)
V	Vacation Pay
W	Worker's Compensation Ins. Pay
X	Vacation Supplemental Time Pay
Y	Straight Overtime Pay
Z	Severance Time Pay

4. Employees who work Sessions and/or are paid at an hourly rate for a specific job (position number) will report those hours on the right hand side of the Primary Department Timesheet under the Hourly Pay Column next to the appropriate position number (in one-quarter (1/4) hour increments) using two decimal places relating to the job/session. Adjunct faculty shall report their teaching session hours on either the Graduate School of Basic Medical Sciences or School of Public Health **Sessions Timesheets (Payroll-3)** as indicated in **Policy CO.502 - Sessions Hours Reporting**.
 5. Employees who are sick and have no remaining sick benefits shall continue to have the letter "S" recorded in the appropriate "Out" box(s) indicating that they are sick and include these hours in the hours section of the timesheet. The HRMS/Payroll system will automatically reject sick hours for payment when the benefit has been exhausted and will record "sick no pay" on the paycheck.
 6. 1199 CBU employees who are out sick, record the first five consecutive sick days as "S" (Sick Pay) and any continuing consecutive sick days as "F" (Sick Pay Fractional) and complete a union disability form – **(Refer to College Policy, H.R. 335 – Short Term Disability 1199)**.
 7. All College employees are required to report all absences due to a work-related injury as "W" (Workers Compensation Pay) on their timesheet and refer to College Policy **H.R. 303 – Worker's Compensation**.
- D. On the last scheduled day of the bi-weekly payroll period, each employee shall record his/her initials (in ink) in the Initials column of the **Payroll**

Timesheet (PR-2) attesting that the time/hours recorded in the Days section are accurate.

1. Departmental Supervisors/designees shall record their initials (in ink) in the Initials column of the **Payroll Timesheet (PR-2)** for employees who are not at work on the last (working) day of the bi-weekly payroll period.

E. Departmental Supervisors/designees

1. Review **Payroll Timesheet (Payroll-2)** daily for accuracy and completeness.

2. At the end of each bi-weekly payroll period:

- a. Record the number of bi-weekly hours (using two (2) decimal places) in the appropriate column(s) in the HOURS and/or HOURLY PAY section(s) of the **Payroll Timesheet (Payroll-2)** based on the employee's daily time/hours recordings (see Section V.F. of this policy).

- 1). A non-exempt or union employee who arrives 9:15 a.m. and departs at 5:00 p.m. shall be credited with 6.75 hours for that day (recording two decimal places of an hour).

Note: One quarter of an hour (15 minutes) = .25

One half of an hour (30 minutes) = .50

Three quarters of a hour (45 minutes) = .75

- 2). Exempt (non-hourly & non-CBU) employees **do not** record time arrived and departed in the "In & Out" boxes of their departmental timesheet – they put a dash (-) in the outbox for each day worked. However, exempt employees are required to record in no less than half day increments each **pre-approved** occurrence (excluding sick time) of either: Personal, Vacation, Jury Duty, etc. on the timesheet by putting a diagonal line through the "In/Out" Box and putting a dash on one side of the diagonal for half the day and

then the corresponding letter code in the other half of the diagonal for the pre-approved occurrence (sample timesheet attached). If the sum of all the hours reported falls below the scheduled hours for the bi-weekly, the employee will be notified that the difference will be charged to the employee's available vacation balance. If the employee is on sick leave or Family Medical Leave, the code for vacation supplement "X" should be used when using vacation to supplement leave.

- b. Record the appropriate code(s) in the appropriate miscellaneous column(s) in the HOURS and/or HOURLY PAY section(s) of the **Payroll Timesheet (Payroll-2)** based on the employee's daily time/hours recordings (see Section V.H. of this policy).
- c. Add the bi-weekly line hours in the HOURS and HOURLY PAY sections of the **Payroll Timesheet (Payroll-2)** for each employee and record the result in the Total Hours column.
- d. Add the hours in each of the columns in the HOURS and HOURLY PAY section of the **Payroll Timesheet (Payroll-2)** and the Total Hours column and record the sums in the appropriate columns on the Page Totals line.
- e. Add the hours on the Page Totals line in the HOURS section of the **Payroll Timesheet (Payroll-2)** and compare the result to the hours recorded on the Page Totals line of the Total Hours column for agreement.
 - 1). If they do not agree, the line and column total shall be recalculated recording the proper totals.
- f. Print name, sign and date the **Departmental Timesheet Summary (Payroll-1) and Payroll Timesheet (Payroll-2)** on the Prepared by line, attesting that the time and hour recordings are verified by the preparer and are accurate.

and employee's hourly rate of pay. Any hours in excess of the federal standard will be considered premium overtime hours.

- b. CBU employees are paid premium overtime (one and one half their hourly rate of pay) for each hour worked in excess of their normally scheduled work week of at least thirty-five (35) hours, thirty-seven and one half (37.5) hours or forty (40) hours based upon classification within the union contract. Sick time is not considered hours worked for the computation of premium overtime during a work week. (Refer to respective CBU contract).

Note: Exempt Employees – upon approval may receive straight overtime. Prior approval is required using the HR- 21 “Exempt Overtime Request” form as defined in **Policy HR.905 - Hours of Work/Overtime** (Section V.G.).

3. Premium Overtime (Non-Exempt and CBU employees only) (O)
 - a. Non-Exempt (Hourly) employees who have worked hours in excess of forty (40) per week, in accordance with federal guidelines, on a weekly basis.
 - b. CBU employees are paid premium overtime (one and one-half the hourly rate) for hours worked in excess of their normally scheduled work week, with a contractual minimum of at least thirty-five (35) hours.
4. Shift Differential (D)
 - a. The column for recording hours eligible for the payment of Shift Differential under collective bargaining agreements.
5. Personal Time (P)
 - a. Personal hours taken (see **Policy HR. 306 – Personal Policy**).
6. Vacation Time (V)
 - a. Vacation hours taken (see **Policy HR.303 -Vacation Policy**).
7. Sick Time (S)

- a. Sick hours taken (see **Policy HR.307 - Short Term Disability & Policy HR. 335 – Short Term Disability for Local 1199**).
8. Miscellaneous Columns: 1 through 6
 - a. Hours (and codes) paid based on the appropriate code(s) as indicated on the back of the **Payroll Timesheet (Payroll-2)**.
 - b. Hours shall be recorded in the misc. columns in the alphabetical sequence in which they appear on the back of the **Payroll Timesheet (Payroll-2)** beginning with Misc. 1 column.
9. Hourly Pay (Position Hours/Position Numbers)
 - a. Hours paid to an employee for per diem hours worked which are directly related to a specific College position number.
 - b. The eight (8) numeric digit position number should be recorded on the **Payroll Timesheet (Payroll-2) ONLY for employees who work per diem hours**. The position number should correspond to the applicable position hours.
- G. Other recordings on the **Payroll Timesheet (Payroll-2)**
 1. Total Hours
 - a. The total number of hours an employee will be paid.
 2. Initials
 - a. Initials of and by the employee except as noted in Section V.D.1. of this policy.
- H. Miscellaneous (Timesheet) Codes
 1. Family Medical Leave Act Pay (A)
 - a. Hours reported for tracking purposes only, these hours will not receive remuneration (see **Policy HR.605 – Family Leave**).
 2. Bereavement (B)

- a. Hours to be paid for leave due to the death of an employee's family member (see **Policy HR.601 - Authorized Paid Short-Term Absences**).
3. Compensatory Time (C)
 - a. Hours to be paid for time off that were worked and not paid previously (see **Policy HR.905 -Hours of Work/Overtime**).
 - b. There are provisions in the Doc's Council Agreement for physicians at Metropolitan Hospital to receive Compensatory Time. (Refer to Doc's Council CBU agreement or contact Metropolitan Affiliation Office for terms and requirements for recording compensatory time).
 - c. CBU employees are eligible to elect compensatory time in lieu of premium overtime if it is taken within the same pay period or in lieu of being paid an extra day's pay for working a holiday and instead takes another day off as compensatory time within 30 days of working the holiday.
 - d. Any approved Compensatory Time granted/used must be noted on **Payroll Timesheet (Payroll-2)** for that employee in the appropriate "In" and "Out" boxes.
 - e. Any Compensatory Time reported that is not in compliance with College Policies and procedures will not be processed.
4. Shift Differential (D)
 - a. Hours to be paid at a differential rate (see **Policy HR.909 – Shift Differential**).
5. Educational / Seminars / Conference Leave (E)
 - a. Hours to be paid an employee for attending an educational conference and/or seminar and not present at their regularly scheduled work place.
6. Fractional Sick Pay (F)
 - a. Hours to be paid an 1199 –CBU employment (see **Policy HR. 335 Short Term Disability for Local 1199**)
7. Holiday (H)

- a. Hours to be paid for an official College holiday (see **Policy HR. 305 - Holidays**)

- 8. Jury Duty (J)
 - a. Hours to be paid to employees serving as jurors (see **Policy HR-601 -Authorized Paid Short-Term Absences**).

- 9. Back Pay Hours (K)
 - a. Hours to be paid to employees for time previously worked and not paid. Documentation shall be attached to **Payroll Timesheet (Payroll-2)** to support these hours.

- 10. Military Pay (L)
 - a. Hours to be paid to employees during military leave (see **Policy HR.601 - Authorized Paid Short-Term Absences**).

- 11. Marriage Pay (M)
 - a. Hours to be paid to employees for marriage leave (see **Policy HR.601- Authorized Paid Short-Term Absences**). **Note: Applies to CBU employees only**

- 12. Excused Without Pay (N)
 - a. Hours reported for tracking purposes only, these hours will not receive remuneration.

- 13. Personal Day (P)
 - a. Hours to be paid to employees for personal use (see **Policy HR.306 - Personal Days**).

- 14. Excused With Pay (Q)
 - a. Hours to be paid to employees for unusual situations such as early closing of the College (see **Policy HR.510 - Inclement Weather**).
 - b. All unauthorized recording of "Q" hours will require a written Letter of Explanation which must be approved by Human Resources before timesheet(s) is submitted to Payroll for processing.

- 15. Sick Pay (S)

- a. Sick hours taken (see **Policy HR.307 - Short Term Disability & Policy HR. 335 – Short Term Disability for Local 1199**).
16. Child Birth Pay (U)
- a. Hours to be paid to fathers upon the birth of a child.
Note: Applies to CBU employees only
17. Worker's Compensation Pay (W)
- a. Hours to be paid to employees as a result of a work-related injury (see **Policy HR.323 -Worker's Compensation**).
 - b. Hours missed due to a work-related injury must be recorded on the **Payroll Timesheet (Payroll-2)** beginning with the day the injury occurred. All regularly scheduled work hours missed due to this injury will be recorded with the earnings code "W" in the Miscellaneous Pay section of the **Payroll Timesheet (Payroll-2)** until the employee receives medical clearance to return to work from Health Services.
18. Vacation Supplemental Pay (X)
- a. Accrued vacation hours requested by an employee and approved by Human Resources to be recorded on the timesheet to supplement percentage pay when an employee is not eligible to receive the full salary for the bi-weekly pay period. (e.g. employee is receiving fractional sick pay at 50% for CBU or 60% for non-CBU and is supplementing their pay with vacation pay by using "X" for vacation pay to increase their bi-weekly pay in an effort to make it whole.)
19. Severance Pay (Z)
- a. Hours to be paid to employees upon termination of employment under certain conditions (see **Policy HR.902 - Severance Pay - Non-Union/Non-Faculty Employees**) and (see **Policy HR.903 -Severance Pay - Faculty Members**).

I. Payroll Department

1. Review completed **Payroll Timesheets (Payroll-2)** for appropriate signatures and completeness.
2. **Payroll Timesheets (Payroll-2)** deemed to be unsatisfactory shall be:
 - a. Brought to the attention of the department supervisor and/or
 - b. Returned to the department supervisor for revision.

VI. Responsibility

A. Employees/designees

1. Record time/hours daily
2. Record initials at the end of the bi-weekly pay period, attesting that the recorded time is accurate.

B. Departmental Supervisors

1. Place **Payroll Timesheet (Payroll-2)** in an area accessible by employees to record their time/hours.
2. Verify **Payroll Timesheet (Payroll-2)** daily for accuracy and completeness.
3. Record the number of bi-weekly hours (and applicable letter codes) in the HOURS section of the **Payroll Timesheet (Payroll-2)**.
4. Add the lines and columns bi-weekly hours and record the result in the applicable spaces.
5. Sign and date the **Payroll Timesheet (Payroll-2)**, attesting to accuracy and completeness.

6. Forward **Payroll Timesheet (Payroll-2)** to the departmental manager for authorized signature and date.
7. Retain a copy of the **Payroll Timesheet (Payroll-2)** in departmental files.
8. Forward completed and approved **Payroll Timesheet (Payroll-2)** to the Payroll Department.

C. Managers/Administrators

1. Review **Payroll Timesheet (Payroll-2)** for accuracy and completeness.
2. Sign and date the **Payroll Timesheets (Payroll-2)**, attesting to accuracy and completeness.
3. Certify the accuracy and completeness of the time reported by affixing their signature on the timesheet.
4. Follow Annual Posted Payroll Schedule to ensure timely delivery of departmental timesheet(s) to Payroll Department for processing.

D. Human Resources Department

1. Provide advice and guidance with respect to the interpretation and administration of this policy related to Human Resources policies, Labor Laws and Union Contracts.

E. Payroll Department

1. Provide **Payroll Timesheet (Payroll-2)** to departments prior to the beginning of the bi-weekly payroll period.
2. Review **Payroll Timesheets (Payroll-2)** for signatures and completeness.
3. Notify department heads/ Administrators/Supervisors when

Payroll Timesheets (Payroll-2) are unsatisfactory.

4. Where unsatisfactory **Payroll Timesheet (Payroll-2)** information has been provided to the Payroll Dept., if time allows for payroll closing, the unsatisfactory Timesheet will be returned to the originating Department Head/ Administrator for corrective action and resubmission - accompanied by any additional required documentation and/or information. Or the administrator will be contacted if the unsatisfactory information is easily corrected and the administrator will be given the opportunity to make the correction immediately.

- 5 Provide training, advice and guidance with respect to the Preparation, interpretation and administration of this policy related to timekeeping.