

Facilities Management Operating Policies and Procedures Manual

Effective Date: 12-1-08
Policy Number: 07-11-001
Section: Facilities and Services
Subject: Time Recording and Tracking

Purpose:

This policy is to permit orderly reporting, recording and processing of time worked by employees and tracked in FAMIS. The process helps to assure accurate accounting, billing and benchmarking for job costing functions.

Policy:

There are two methods of timekeeping: Daily Time Sheets and Daily On-Line Entry.

1. Method One- Daily Time Sheets: Used by designated employees that perform task in larger work groups such as Custodial, Landscape Maintenance, and Skilled Trades Teams.

Employee's Responsibility:

On the daily time sheet each employee is responsible for accurately reporting his or her time worked including hours to be charged to each appropriate work order and appropriate leave as it occurs. The employee's signature on the time sheet verifies the accuracy of time reported. An accurate reporting of leave time includes time for the following types: vacation, sick, jury duty, compensatory time taken, child education benefit, drug testing, disciplinary, duty, education, fitness, FMLA, Non-FMLA, Holiday, Leave With Pay, Leave without pay, military, offsite for employee funerals, overtime, tardy, training, worker's compensation and weather when the University is closed. The daily time sheet should be turned into the Departmental Timekeeper by the end of the work day, but no later than the beginning of the next scheduled work shift. The Departmental Timekeeper will log the leave and compensatory time to maintain a record for Banner time entry. The Departmental Timekeeper will forward the daily time sheet to the Work Order Center by 10:00 am on the following work day. The Work Order Center will enter all time sheets into FAMIS by 3:00 pm the same business day as it is submitted.

Team Leader's Responsibility:

If an employee is not available for recording the leave prior to the daily time sheet being turned in, the employee's Team Leader will record the leave on the time sheet. The employee will be responsible for advising the Supervisor what type of leave he/she wants to use. In such cases, the Team Leader will make a notation on the daily time sheet that the employee was not available for authorization.

The Team Leader will approve the time sheet in FAMIS the same day as it is entered. FAMIS will record this approval as an electronic signature by the log-in information. This will indicate that the Team Leader has checked the information shown on the time sheet and attests to its accuracy

Banner Approver's Responsibility:

All hours to be charged to work orders should be correct. Approvers' should run the following reports weekly as a checks and balances for accurate recording, especially leave time.

1. Less Than 40 hours Report
2. Over 40 hours Report
3. Leave Error Report
4. Unapproved Time Cards Report

If an employee fails to report leave time used or improperly or falsely completes work-related records, Supervisor's/Approver's should refer to the ASU Staff Handbook under Personal Conduct for disciplinary action.

Every pay period, the Supervisor/Approver will run the *Banner Leave Time Report* in FAMIS. This report must match the time entered in Banner before approvals are submitted.

2. Method Two- Daily On-line Entry Is used by designated employees such as supervisors, team leaders and office and support staff.

Employee's Responsibility:

Each employee is responsible for accurately reporting his or her time worked and hours to be charged to each appropriate work order and appropriate leave as it occurs. The electronic signature in FAMIS verifies the accuracy of time reported. An accurate reporting of leave time includes time for the following types: vacation, sick, jury duty, compensatory time taken, child education benefit, drug testing, disciplinary, duty,

education, fitness, FMLA, Non- FMLA, Holiday, Leave With Pay, Leave without pay, military, offsite for employee funerals, overtime, tardy, training, worker's compensation and weather when the University is closed. The daily time entry should be submitted directly into FAMIS by the end of the work day, but no later than the beginning of the next scheduled work shift.

FAMIS Approver's Responsibility:

The Approver will approve the time sheet in FAMIS. FAMIS will record this approval as an electronic signature of the Supervisor. This will indicate that he/she has checked the information shown on the time sheet and attests to its accuracy. All hours to be charged to work orders should be correct.

Banner Approver's Responsibility:

Supervisors'/Approver's should run the following reports weekly as a checks and balances for accurate recording, especially leave time.

1. Less Than 40 hours Report
2. Over 40 hours Report
3. Leave Error Report
4. Unapproved Time Cards Report

If an employee fails to report leave time used or improperly or falsely completes work-related records, Supervisor's/Approver should refer to the **ASU Staff Handbook under Personal Conduct for disciplinary action.**

Every pay period, the Supervisor/Approver will run the *Banner Leave Time Report* in FAMIS. This report must match the time entered in Banner before approvals are submitted.

Facilities Management Work Week:

The beginning of the work week begins at 12:00 a.m. Saturday morning and ends at 11:59 p.m. (midnight) on Friday. Compensatory time shall mean time earned for work performed in excess of 40 hours in the work week with the Supervisor's authorization. Compensatory time will be earned at the rate of one and one-half for each full hour worked in excess of the employee's regularly scheduled work week.

Sign Off Checklist

Original Document

Replacement

Policy Number

Approved

Assistant Vice Chancellor of Facilities

Implementation Date

_____/_____/_____

Post to Standard Operating

Manual

Post to Web

Post to ASU Daily Digest

Article in FM Voice by:

E-mail to Supervisors for

Group Management

E-mail to Facilities

Email to select customers:

Training Program assigned to

Select Staff

Department Wide