



## What Non-Exempt Classified Employees Need to Know about Timekeeping Requirements

Proper tracking of time worked is important to ensure University compliance with applicable laws and regulations, for example, the federal Fair Labor Standards Act (FLSA), as well as to promote stewardship of public funds.

### General Tips:

- Employees must request leave approval in advance, when possible.
- You may not work over 40 hours in a workweek unless your supervisor requires you to do so.
  - Managers and supervisors have the discretion to establish employee work schedules as business needs require, provided applicable wage and overtime requirements are observed and workers are compensated properly.
  - Your supervisor may adjust your work schedule within a workweek to avoid or minimize overtime payments. For example, if you work an extra four hours on Monday, your supervisor may reduce your work schedule on Friday by four hours so that you do not work more than 40 hours during that workweek. Each workweek stands alone in calculating regular and overtime hours worked.
- You cannot "volunteer" to work longer than your regular work hours. You must not track extra hours worked "off the books."
  - If you do not receive prior approval from your supervisor before working beyond 40 hours in a workweek, your supervisor can formally discipline you if you continue to work unauthorized overtime. However, the unauthorized hours must still be paid to you.
- At your manager's discretion and with your agreement, you may receive overtime leave (time and one-half leave) in lieu of overtime pay.
  - An Overtime Leave Agreement form must be submitted each leave year if you chose to receive overtime leave in lieu of overtime pay. You may revoke the Overtime Leave Agreement form in writing to your supervisor prior to overtime hours worked.

### *How to Use the Non-Exempt Timesheet*

On the timesheet...

- Record the "time in" (the time you arrived at work).
- Record the "time out" (the time you left work for lunch).
- Record the "time in" (the time you arrived back at work after your lunch break).
- Record the "time out" (the time you left work for the day).

NOTE: If you occasionally work seven additional minutes or less, do not count that time as additional hours worked. However, if you occasionally work more than seven minutes, but less than 15 minutes, round this time up to the next 15-minute increment and count 15 minutes of additional work time. If early arrivals or late departures occur on a regular basis and/or multiple times during a workweek, actual minutes should be counted for the entire workweek. **Remember: any additional time worked must be pre-approved and failure to arrive and depart timely could result in formal disciplinary action if overtime is accrued without approval.**

Note the total hours worked for each work day.

- Your lunch break does not count as time worked.
- Two 15-minute breaks, if taken, do count as time worked (but cannot be used to extend the lunch or be placed at the beginning or end of the day to shorten the work day).

For more information, see State Policy 1.25, Hours of Work (Lunch Periods and Breaks), at [www.dhrm.virginia.gov/hrpolicy/web/pol1\\_25.html](http://www.dhrm.virginia.gov/hrpolicy/web/pol1_25.html).

Note any leave taken that has been approved by your supervisor.

By signing the timesheet, you certify that the information you entered represents the hours you worked in this workweek - no more, no less.

Your supervisor must also sign this timesheet, certifying agreement with these hours and that leave shown and overtime hours worked have been approved.