

Timekeeping Questions & Answers

Timekeeping Questions & Answers

Q. A staff member is scheduled to work 37.5 hours a week. On Friday at noon, they will have 40 hours recorded for the week. What options are available?

A. If the supervisor can manage the workload and approves, the employee can leave at noon. If the supervisor needs the employee to complete their shift, the employee will earn comp time for time worked over 40 hours. Everything is driven campus/department needs as determined by supervisor.

Q. On Thursday, an employee brings to their supervisor's attention that they only need 5 more hours this week to reach 40 hours. What options are available?

A. If the supervisor can manage the workload, the supervisor can allow the employee to come in early or leave early on Friday to keep within the 40 hours. If workload will not allow, then the employee will earn comp time for work over 40 hours. Everything is driven campus/department needs as determined by supervisor.

Q. There is a staff member who is scheduled to work 37.5 hours a week and has left early a couple of times this week due to personal issues. On Thursday, you notice that they will only have 36 hours if they leave at regular time on Thursday and work regular hours on Friday. What can be done?

A. They will need to work extra on Thursday or Friday to make sure that they have at least 37.5 hours worked or request ½ day leave (or personal or vacation or sick if the reason for lateness is illness) or comp-time in quarter hours.

Q. In approving a time sheet, you notice that an employee did not have time worked and leave that totaled their scheduled work week. What should be done?

A. Reset the timesheet to pending. Leave will have to be recorded so that at least the scheduled work time is covered (comp or personal or vacation or sick if the reason for lost time is illness). Employee will have to resubmit their timesheet for the week.

Q. Where and how will comp-time tracked?

Comp-time is now housed and tracked in Kronos. Employee must submit absent request through Kronos for approval.

