

## 70.6 Policy on Administration of Timekeeping Records for Hourly Employees

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Policy Name: POLICY ON ADMINISTRATION OF TIMEKEEPING RECORDS FOR HOURLY EMPLOYEES  
Approval Authority: CABINET  
Responsible Executive: VICE PRESIDENT FOR FINANCE and CHIEF FINANCIAL OFFICER  
Responsible Office: DIVISION OF FINANCE  
Effective Date: October 2, 2015

### 1. Purpose and Summary of Policy

This Policy covers the manner in which The Trustees of the Stevens Institute of Technology (the "University") administers oversight of, and payment to, the University's hourly employees. The University has obligations under Federal and State laws relating to the payment of its employees including, without limitation, student employees many of whom are paid with funds obtained from the Federal Work Study Program.<sup>1</sup>

This Policy is of critical importance for all faculty and staff at the University who supervise hourly employees including student employees. Every Supervisor (as defined below) must manage and train hourly employees under such person's supervision to submit a record of the time worked in the University's Workday system. Then, such Supervisor must review and approve that record of time, all within the schedule set forth in this Policy. Supervisors are permitted by the Policy to temporarily delegate these duties but retain primary oversight responsibility over such duties, even if delegated.

**A failure by a Supervisor to comply with this Policy will result in an employee not being paid until the next regularly-scheduled pay period and disciplinary measures imposed on the Supervisor as described below.**

### 2. Policy Statement

#### A. Who is a Supervisor?

Any employee of the University who has one or more employees reporting to him or her for purposes of organizing and directing work efforts has supervisory responsibilities (a "Supervisor"). An employee need not be the ultimate supervisor of a department or unit in order to be a Supervisor under this Policy. All Supervisors must be reflected in the Workday system with respect to the hourly employees they supervise.

For purposes of supervising **student employees only**, a department or unit may assign one administrative employee (e.g., an administrative assistant or coordinator) to serve as the Supervisor for purposes of this Policy. The administrative employee must have knowledge of the hours worked by the student in order to be assigned responsibility under this Policy and must be trained to use the Workday system.

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<sup>1</sup> Specifically, federal regulations implementing the Federal Work Study Program require supervisors to approve and submit time records certifying the hours worked by the student so that Title IV funds can be released to pay the student for work performed. New Jersey Law requires that employees (other than executive-level employees) be paid at least on a bi-monthly basis.

While Supervisors have numerous responsibilities to manage all employees under their supervision, this Policy focuses only on administration of the University's payment of hourly employees including student employees.

**B. Time-Keeping Responsibilities of Supervisors**

i) Recording of Time Worked and Leave Time

Supervisors must work with employees under their supervision to ensure that time worked by all hourly employees (including faculty, staff, students, researchers, etc.) is entered into the Workday system on a regular and consistent basis and submitted for review and approval by the Supervisor. Supervisors must manage and train the employees they supervise so that all employees enter their time into the Workday system no later than 5 p.m. on each Friday, or by midnight on Sunday for employees who work on weekend days. The entering of time worked into the Workday system may only be done by the employee who performed the work, and may not be entered by anyone else, including the employee's Supervisor.

Leave (i.e., vacation, sick, bereavement and other leave time afforded by the University's policies from time to time) must also be entered in Workday by employees and approved by their Supervisors. Workday is the University's system-of-record for all employment related recordkeeping including time worked and leave time.

ii. Supervisor Review and Approval of Time Worked and Leave Time

Supervisors of hourly employees (including faculty, staff, students, researchers, etc.) must review and approve the time worked by employees under their supervision once entered into Workday in a timely manner and no later than 1:30 p.m. on each Tuesday following the pay period end date. Supervisors must also review and respond to requests for leave from employees under their supervision, as these hours are also required for payroll processing and record-keeping purposes. These requests must be entered by the employee and approved by the Supervisor in a timely manner.

iii. Temporary Delegation of Supervisor Responsibilities

Recognizing that a Supervisor may need to be absent from the University or otherwise unavailable, this Policy permits a temporary delegation of time-keeping responsibilities. A Supervisor may temporarily delegate his or her time-keeping responsibilities under this Policy to other employees who are qualified to certify the time worked by hourly employees and are trained to use the Workday system, and this delegation must be recorded in the Workday system. The maximum term for any delegation is fourteen (14) days. Supervisors may not share their University credentials or Workday login information in order to have others assume any of their responsibilities. Notwithstanding any delegation, Supervisors retain primary responsibility for compliance with this Policy.

**C. Note on Student Workers**

The University employs many student workers including students whose work is funded under the Federal Work Study Program. These student employees are employees of the University for all purposes of this Policy. Accurate recordkeeping is a critical component of the University's compliance with Federal and New Jersey laws. Supervisors should take extra care when supervising student employees to ensure they are familiar with this Policy and use of Workday and are taking action in a timely manner under this Policy. As described above, departments and units may assign

Hourly Worker Responsibility	Supervisor Responsibility
Submit hours in Workday by 5 pm on Friday for standard work week or midnight on Sunday for weekend work	Approve hours in Workday by 1:30 pm on Tuesday or earlier

one administrative employee (e.g., an administrative assistant or coordinator) to serve as the Supervisor for purposes of administering the time-keeping of student employees under this Policy provided such employee is qualified to approve time records.

#### **D. Employee Onboarding**

Supervisors are responsible for ensuring that each employee, including each student employee, has been properly on-boarded by the University and is permitted to begin work. The Supervisor must have received notification through the Workday system that the employee has been on-boarded prior to permitting any work to be performed. Onboarding of employees, including student employees, is administered by the Division of Human Resources and will include training on proper submission of time into the Workday system. Supervisors with questions about whether an employee has been on-boarded and may be assigned to work are responsible for contacting the Division of Human Resources prior to permitting any work to be performed.

#### **E. Non-Compliance**

Absent strict compliance with the requirements of this Policy, the University is presented with a range of compliance issues and hourly employees may not receive timely payment if this Policy and the deadlines contained herein are not followed. Therefore, it is critically important that this Policy be strictly followed. A Supervisor's failure to adhere to this Policy will result in disciplinary measures being assessed and, for repeated violations, discipline may include severe consequences up to and including termination of employment. In addition to disciplinary measures, violation of this Policy may at any time result in (i) the reassignment of Federal Work Study student employees within the sole discretion of the University and/or (ii) the budget of a non-complying Supervisor and/or her/his department being charged one-hundred percent (100%) of the cost of a Federal Work Study student employee's salary for any pay period in which the Supervisor failed to comply with the Policy.<sup>2</sup>

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<sup>2</sup> Any such amounts must be absorbed and result in reallocation of amounts within the existing budget. No funds will be added to any budget as the result of violations of this Policy.