STOCKTON UNIVERSITY

PROCEDURE

Time and Attendance Reporting

Procedure Administrator: Director of Disbursement Services
Authority:
Effective Date: February 24, 1975; September 6, 1977; May 30, 2009; August 18,
  2010; October 8, 2020
Index Cross-References: Procedure 6153 – Leaves of Absence
Procedure File Number: 6119
Approved By: Dr. Harvey Kesselman, President

I. GENERAL GUIDELINES

The Payroll Department processes and approves employee timesheets using the Web Time Entry (WTE) software. Electronic approvals via WTE are used for the purpose of recording, verifying, and authorizing the payment of salary and overtime to employees. A time-clock system is an alternative software used for tracking employee time worked. The time-clock system produces a file each pay period that is imported into the WTE payroll system. The time-clock system may be utilized by departments at the discretion of the Divisional Executive.

The annual payroll calendar provides information on the pay periods, WTE due dates, and pay dates. This information can be found on the Employee tab of the University *GoPortal*.

II. RESPONSIBILITIES

  A. Web Time Entry

    Each employee assigned a WTE timesheet must submit their electronic timesheet, in

tracking as required to complete submission.

Budget Unit Managers must review and approve time submitted through the time-clock system.

III. TIME REPORTING CATEGORIES

The following categories are to be used on the WTE system to record time:

Comp Time Earned – Straight	Student Federal Work Study
Comp Time Earned – 1.5x	Paid Sick Leave
Furlough	Comp Time Taken
Court Duty	Overtime Athletic Events 1.5
Personal Leave	Overtime Events Set-up
Self-Directed Furlough	Overtime – Holiday
Sick Leave	Overtime – Project Support
Vacation	Overtime – Regular 1.5
Unpaid Leave	Overtime – Straight Time 1.0
Student Employees	Union Activity

Other categories may be added from time to time as necessary or appropriate.

IV. CHANGE/CORRECTION OF TIME REPORTED

If a change or correction is required after time submission, a recap sheet must be completed by the employee, signed by the appropriate supervisor and/or Budget Unit Manager, and submitted to the PavnBT/ell2 reW*nBT/F1 12 Tf1 0 0 1 428.35 488.83 Tm0tg30