

OGDEN-WEBER TECHNICAL COLLEGE	Number 510.3	Effective Date 12/95 Revised 5/23/13 6/14/16 8/18/23	Page 1 of 1
POLICY		Approval: President's Cabinet	
Title TIME CARDS			

1. PURPOSE AND SCOPE

It is the purpose of the policy to provide procedures for employees to follow so they can accurately account for their time worked.

2. POLICY

It is the policy of the College to pay employees in an accurate, consistent manner by following legally accepted accounting processes and procedures.

3. REFERENCES

- Ogden-Weber Technical College Personnel Classifications policy (#520.5)
- Ogden-Weber Technical College Employee Leave (#520.1)
- Fair Labor Standards Act

OGDEN-WEBER TECHNICAL COLLEGE	Number	Effective Date	Page
	510.3-PR	12/95 Revised 5/23/13 6/14/16 8/18/23	1 of 2
PROCEDURE	Approval: President's Cabinet		
Title TIME CARDS			

1. Affected Employees

- 1.1 All hourly status and salaried, non-exempt employees must clock in/out or enter hours for the time worked during the pay period in the time and attendance module.
- 1.2 All salaried employees must complete and submit a leave request in the time and attendance module if sick or vacation leave is used during the pay period. The leave requests must be completed and approved by the supervisor in the time and attendance module.

2. Completing Time Requests

- 2.1 The employee's immediate supervisor must verify the hours worked and the accounting codes and approve the time card. In the event the supervisor is unavailable, the time card must be signed by the acting supervisor or by another division level supervisor.
- 2.2 It is the responsibility of both the employee and the supervisor to ensure the time card is accurately completed.
- 2.3 If the employee works hours in a program other than the home program, the employee must change the department on the time card and be approved by the supervisor in the time and attendance module.
- 2.4 If a disagreement occurs regarding the hours worked, the immediate supervisor shall make the final decision regarding the total hours and appropriate department code. The employee may access the grievance process in cases of a continued dispute.
- 2.5 Falsifications of a time card may be grounds for disciplinary action, up to and including termination. Falsification includes but is not limited to: failure to clock in/out or enter hours for hours worked, overtime hours worked, overstatement of hours worked, or understatement of hours worked.

OGDEN-WEBER TECHNICAL COLLEGE	Number	Effective Date	Page
	510.3-PR	12/95 Revised 5/23/13 6/14/16 8/18/23	2 of 2
PROCEDURE	Approval: President's Cabinet		
Title			
TIME CARDS			

3. Completing Leave Requests

- 3.1** A leave request must be completed and submitted for vacation, sick, and/or bereavement leave in the time and attendance module.
- 3.2** In the event the employee is sick or on vacation, the supervisor may input and approve the leave on the employee's time card.
- 3.3** In the event the supervisor is unavailable, the leave request must be approved by the acting supervisor.
- 3.4** It is the responsibility of both the employee and the supervisor to ensure the leave request is accurately completed.
- 3.5** If a disagreement occurs regarding the hours taken, the immediate supervisor shall make the final decision regarding the total hours. The employee may access the grievance process in cases of a continued dispute.
- 3.6** Falsifications of a leave request may be grounds for disciplinary action, up to and including termination. Falsification includes, but is not limited to, failure to submit a leave request for vacation hours, sick hours, or bereavement hours taken; and overstatement or understatement of hours taken.

4. Submitting Time Cards and Leave Requests

All supervisor approvals for time cards and leave requests shall be completed by the payroll processing cut-off date and time to ensure proper payroll processing.