

Task: Reporting Time for Non-Exempt Employees

Objective

At the end of this training, the participant will be able to correctly enter time as a non-exempt employee in accordance with established HCC Human Resources policies and procedures.

Background Information

Houston Community College classifies its employees into the following categories: exempt and non-exempt. **“Non-exempt” employees** are those who are covered by Fair Labor Standards Act (FLSA) rules. Generally, clerical, secretarial and some technical positions are non-exempt. **“Exempt” employees** are not covered by FLSA rules. Faculty, executive, professional, and some technical positions are exempt from FLSA rules. If you are unsure about your status, ask your supervisor.

The FLSA is a U.S. federal law that sets minimum wages, equal pay, overtime pay, record keeping and child labor standards for non-exempt employees.

HCC uses an electronic system for entering and approving time. Non-exempt employees must “sign in” and “sign out” through PeopleSoft @ *Your Service* so that actual hours worked are recorded accurately. Supervisors are required to approve all time electronically and complete any necessary paperwork to correct entered time. For example, a Time Entry Correction form will be used when a supervisor has to correct or record time on behalf of an employee.

External timekeeping devices, such as Kronos clocks, are prohibited. For employees working at non-HCC sites (high schools, local hospitals, etc), an official Employee Sign-In log is required for recording time. Supervisors are required to sign all logs and retain a copy of these records for three years after completion. All records shall be available for inspection within 72 hours notice. The original log should be sent to Payroll.

Downloadable Documents

Navigation:

From HCC home page at <http://www.hccs.edu>

> Faculty & Staff

> PeopleSoft Time & Labor (under Human Resources)

> Job Aids & Forms (on right-hand side of page)

- [Employee Sign-In Sheet](#)
- [Time Entry Correction](#)

Process for Completing Task Electronically

Logging into @ Your Service

1. Log into @ Your Service.
 - Starting from the HCC Homepage (www.hccs.edu) > Faculty & Staff > @Your Service > @ Your Service Login
2. Enter your username and password.
 - Your username will be your HCC email without the @hccs.edu suffix. For example, if your email address is jan.doe@hccs.edu, then your username is jan.doe.
 - If this is your first time logging in, your default password is your birthday in the MMDDYYYY format followed by the last 4 digits of your social security number. For example, your birthday is 11/25/1978 and the last four digits of your social security number are 1234. Your password would be **112519781234**. After successfully logging in, you will be prompted to change your default password.

Punch Time

1. Navigate to the **Web Clock** page by locating the light blue box along the left hand side (the pagelet). Click **Employee Self Service > Time Reporting > Record Time > Web Clock**
2. The **Web Clock** page automatically displays your Name and Job Title. Use this page to enter your punches for the workday.
 - The **Punch Type** field is used to enter multiple punch times for the day. Full-time employees are expected to work an 8 hour day with a 30 or 60 minute non-compensated lunch break.
 - There are 3 valid punch types: **In, Meal and Out**.
 - There should be a minimum of four punches for a normal day: **In, Meal, In and Out**.
 - The server time is displayed under the **Enter Punch** button. When the page is first loaded, the time from the server is captured and displayed as the current time; however, it does not automatically refresh as the time changes. In order to update this time, you must click the **Web Clock** link located in the pagelet to see the correct time.
3. Click the **Punch Type** list. The drop-down **Punch Type** list provides available values (In, Meal, Out). Select the desired value from the list.
 - The **Punch Type** for the start of the workday is an **In** punch.
 - The **Punch Type** when leaving for a meal break is a **Meal** punch.
 - The **Punch Type** when returning from a meal break is another **In** punch.
 - The **Punch Type** for end of the workday is an **Out** punch.
4. Click the **Enter Punch** button to save the punch.
 - The server time is captured and saved as the punch.
5. The **Save Confirmation** page displays confirming the punch has been recorded.
 - The **Web Clock Save Confirmation** page displays confirming the punch has been recorded.
 - The time displayed reflects the actual time (server time) punched.

Note: Rounding Rules

For payroll purposes, time is rounded to the nearest quarter hour. The time displayed reflects the actual time punched in, not the rounded time. For example, the actual time is 8:04:59AM will be rounded to 8:00AM for payroll purposes. An actual time of 05:27:21PM will be rounded to 5:30PM.

**Web Clock
Rounding Rules in Time & Labor**

<i>Time You See (Punch Time)</i>	<i>Time Used to Compute Payable Time (Server Rounded Time)</i>
8:00.00 - 8:07:29	8:00 Rounded
8:07:30 - 8:15:29	8:15 Rounded
8:15:30 - 8:22:29	8:15 Rounded
8:22:30 - 8:30:29	8:30 Rounded
8:30:30 - 8:37:29	8:30 Rounded
8:37:30 - 8:45:29	8:45 Rounded
8:45:30 - 8:52:29	8:45 Rounded
8:52:30 - 9:07:29	9:00 Rounded

Note: Missed Punches


Only the manager can correct Punch Time. If you missed a punch, let the manager know immediately so that the time can be corrected. A **Time Entry Correction** form will need to be completed. Retain a copy of these records for three years after completion. The original form should be sent to Payroll for archival purposes.

Note: Overtime/Compensatory Time

Overtime must be approved in advance by a supervisor, and is automatically calculated by the system. Overtime pay may be compensated in the form of pay or time off (compensatory time).

Elapsed (Leave) Time

1. Navigate to the **Weekly Elapsed Time** page by locating the light blue box along the left hand side (the pagelet). Click **Employee Self Service > Time Reporting > Record Time > Report Weekly Elapsed Time**
2. The **Weekly Elapsed Time** page automatically displays your Name and Job Title. Use this page to enter your leave time for the workday.
 - All full-time non-exempt employees must enter exceptions to their normal working hours. These include sick days, training, vacation and other types of leave.
 - All leave (exception time) must be approved by the supervisor prior to the leave taken.
 - Leave is reported through the use of **Time Reporting Codes (TRC)**. A drop-down list displays a list of valid exception values for the position an employee holds.

3. Click the **Choose a date (Alt+5)** button (calendar icon ) and select the Monday of the week to enter time. Click **Refresh Date** button.
 - By default, the page loads the week starting with the current date. The HCC standard workweek begins on Monday at 12:01am, and ends on Sunday at 12:00am. As a best practice, choose the Monday for the start of a week. The **Refresh Date** button must be clicked when the date is changed from the current date.
 - Use the **Previous Week** button to navigate to the previous week.
 - Use the **Next Week** button to navigate to the next week.
4. Triple-click in the **Date** field to report hours of leave for a particular day. By triple-clicking the cell, the entire cell becomes highlighted. Then enter the desired value.
 - Time must be entered in 15-minute intervals.

Time in Intervals

<i>Actual Time</i>	<i>Time Entered</i>	<i>Example</i>
15 minutes	0.25	1 hour 15 minutes = 1.25
30 minutes	0.5	1 hour 30 minutes = 1.5
45 minutes	0.75	1 hour 45 minutes = 1.75
1 hour (60 minutes)	1.0	1 hour 00 minutes = 1.0

5. Click the **Time Reporting Code** drop down list. Select the appropriate TRC (leave) from the list.
 - Several different TRCs can be used for any given week; however, each TRC must be on a different line.
 - Use the **Add a New Line** button to add additional lines for additional TRCs.
 - Use the **Delete** button to remove a line of leave time entered.
6. Click the **Save** button. A Save Confirmation page will appear to confirm the information has been saved. Click **Ok**.

Process for Completing Task Manually

Employee Sign-In Sheet

1. Type or print employee's full name clearly in **Employee Name** box. Provide Employee ID (not the social security number) in the **Employee ID** box.
2. When reporting to work, sign in by recording the time of arrival in the "Start of day IN" box for each workday.
3. When leaving for a meal break (lunch), sign out by recording the time of departure in the box marked "MEAL."
4. When returning from a meal break (lunch), sign back in by recording the time of arrival in the second "IN" box (right after MEAL).

5. When leaving for the day (end of the workday), sign out by recording the time of departure in the "End of day OUT" box.
6. The "(Other) OUT" box is to be utilized when reporting any time during the day for a non-work related reason other than lunch. For example: doctor appointment, personal business, etc. Use the following "(Other) IN" box when returning to work.
7. At the end of the workday, sign in the corresponding **Employee Signature** box.
8. Record the week beginning and ending dates in the top right hand corner box "Week Of." **Note:** The week begins on Monday and ends on Sunday, regardless of the pay period.
9. At the end of the workweek, the supervisor reviews the log for accuracy, enters the Group ID and signs, and enters and approves it in PeopleSoft Time & Labor. Forward the original sign-in sheet to Payroll, and retain a hard copy for the department's record.

Key Resource Persons

YOUR DEPARTMENT CHAIR/SUPERVISOR

YOUR HUMAN RESOURCES GENERALIST

DISTRICT TIME & LABOR DEPARTMENT	Telephone	713-718-2212
	E-mail	timelabor.payroll@hccs.edu
DISTRICT PAYROLL DEPARTMENT	Telephone	713-718-5092