

## **Instructions for Completing HCCS Sign In Log for Non-Exempt Employees**

The Fair Labor Standards Act (FLSA) sets minimum wages, equal pay, overtime pay, record keeping and child labor standards for employees who are covered by the Act. Accurate records must be kept at the departmental level of hours worked by nonexempt employees. Employees should be asked to sign in and sign out so that actual hours worked are recorded accurately.

**Supervisors are required to sign all time logs and retain these records for three years after completion.** All records shall be available for inspection within 72 hours notice.

The Houston Community College System (HCCS) classifies its employees into the following categories: exempt and nonexempt. All faculty are exempt employees. Generally, executive, administrative, professional, and some technical positions are exempt. Generally, clerical, secretarial and some technical positions are non-exempt. Call your HR Generalist for assistance in determining if an employee is exempt or non-exempt.

### **Time Clocks:**

Departments which utilize time clocks for employee sign in and sign out are not required to utilize this form, but are required to retain stamped time cards for three years after use. The employee and supervisor must sign each time card.

### **Process for Completing Form:**

1. Type or print legibly employee name clearly in employee name box.
2. As employees report to work, they are to sign in by recording their time of arrival in the first IN box for each workday.
3. Employees sign out for lunch in the OUT box marked "lunch" regardless of when their lunch is taken. When they return they sign back in. Full time non-exempt employees are required to take at least a 30-minute lunch break.
4. At the end of the workday, employees sign out in the bottom OUT box.
5. The "other" OUT box is to be utilized when the employee is out at any time during the day for a non-work related reason other than lunch. For example: doctor appointment, to attend class unless the employee is an approved EHEP (Employee Higher Education Program) participant, to pick up child, personal business, etc. The employee does not sign out for approved work-related travel or training. The employee signs the following IN box when returning to their workstation.
6. At the end of the workweek, each employee signs his or her line of the log in the corresponding "Employee Signature Box".
7. At the end of the workweek, the supervisor reviews the log for accuracy, signs and retains the record.
8. This form is used to determine hours worked during the workweek. If a leave or over-time situation exists, the supervisor should complete appropriate paperwork and submit to the time-entry person responsible for inputting the employee's time.

For questions regarding the Sign In Log or these instructions, please contact your Human Resources Generalist.