

Time Reporting Guidelines

In accordance with applicable law, all jobs are classified as either non-exempt or exempt from overtime provisions. Employees who work in jobs classified as non-exempt, including student employees paid on an hourly basis, must report their hours worked. Graduate Assistants are required to report hours worked on the timesheet although they are paid by stipend. This requirement is necessary for the university to monitor for compliance with regulatory responsibilities such as the Affordable Care Act.

Timely and accurate reporting and approval of hours worked and absences is necessary in complying with federal and state laws. Any time considered as "hours worked" by federal and state law must be counted toward the total weekly compensable hours.

Compensable time is all time worked while at the office, away from the office, and work that is performed beyond the regularly scheduled workday.

Working Lunch

An employee who remains at his/her desk while eating lunch and performs work while doing so, such as answering the telephone or referring callers, is accruing **Compensable time**. This time must be counted as **Compensable time** because the employee is not completely relieved from duty. However, an employee who is scheduled to work 7.5 continuous hours must be provided a meal break of at least 20 minutes and it must be no later than 5 hours after the beginning of that work period.

Commuting

An employee should not count time spent commuting between home and work as **Compensable time**. However, if an employee is actively engaged in work while commuting, the time should be reported as **Compensable time**.

Non-exempt employees should be instructed not to perform work beyond the regular work day schedule unless they receive prior approval from their supervisor. If an employee fails to obtain approval but performs work beyond the regularly scheduled hours, he or she must still be compensated for that time, but the supervisor may address the situation as a disciplinary issue.

If an employee who regularly works at a certain location is given an assignment to go to a second location for special assignment, the time spent traveling (beyond the employee's normal commute) is considered **Compensable time**. For example, if an employee whose normal commute is 1 hour and is given a special assignment at another location and the resulting commute time to that location is 2 hours. The additional hour beyond the employee's normal commute is **Compensable time**.

Travel that keeps an employee away from home overnight is considered **Compensable time** during the employee's regular scheduled hours. **Compensable time** includes not only hours worked on the regular working day during normal work hours, but also during workday hours on nonworking days.

Training Seminars & Meetings

Non-exempt employees attending seminars and training programs outside of the office is generally considered **Compensable time** unless all of the following criteria is met:

- Outside of normal hours
- Voluntary
- Not job related
- No other work is performed concurrently

When employees attend an independent training or course outside of their regularly scheduled work hours and attendance is not required by the employer, the time is not **Compensable time** even if the employer pays or reimburses part of the course.