



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.053 Time and Attendance/Leave Records

I. Policy Statement

The University of North Texas complies with all rules and regulations promulgated under the Fair Labor Standards Act (FLSA) and the Texas Government Code, including the requirement to maintain attendance and leave records on each covered employee. Timely and accurate time and leave reporting ensures employees receive proper payment for hours worked or for leave entitlements.

II. Application of Policy

All Employees

III. Policy Definitions

A. Employee

“Employee,” in this policy, means an individual who is employed full-time, part-time, in a temporary status, or who is required to be a student as a condition of employment.

B. Exempt Employee

“Exempt Employee,” in this policy, means an employee who meets the criteria for exemption from the overtime provisions of the Fair Labor Standards Act (FLSA).

C. Hourly Employee

“Hourly Employee,” in this policy, means a non-exempt employee who must report hours worked each day to be paid wages.

D. Hours Worked

“Hours Worked,” in this policy, means all time an employee is required to be on the University premises, on duty, or at a prescribed workplace.

E. Non-Exempt Employee

“Non-exempt Employee,” in this policy, means an employee who is subject to the overtime provisions of the Fair Labor Standards Act (FLSA), and is entitled to overtime pay or compensatory time for all hours worked beyond forty (40) in a workweek.

F. Salaried Employee

“Salaried Employee,” in this policy, means an employee who receives a fixed gross salary amount without any action or reporting of hours worked, and who is scheduled to work at least 20 hours per workweek for a period of at least 4 ½ continuous months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

G. Workweek

“Workweek,” in this policy, means the weekly period beginning at 12:01 a.m. Sunday and ending at midnight the following Saturday.

IV. Policy Responsibilities

A. Time and Attendance Records

1. Salaried Employees

The University is required to keep a record of leave accruals, absences, and if applicable, time worked of each salaried employee.

a. Exempt Employees

i. Reporting Requirements

Exempt employees are only required to report absences, except when approval has been granted to accrue compensatory time in accordance with University policy, which requires reporting of all hours worked in the workweek. A leave request utilizing the University’s designated leave reporting system and procedures must be submitted when an exempt employee requests or uses leave with or without pay. Exempt employees eligible to earn compensatory time must enter hours worked each workday and the total hours worked each workweek on the University’s designated timesheet to accrue compensatory time. Reporting hours worked during the period in which compensatory time is approved does not change the exempt status of the salaried exempt employee.

ii. Payroll Reduction

Exempt salaried employees who have worked a portion of their required hours in a workweek and who have insufficient leave accruals to cover the remaining required hours in a workweek must be paid in accordance with FLSA provisions and guidance from Human Resources, and are not subject to payroll reduction for a partial workweek.

b. Non-Exempt Employees

i. Reporting Requirements

The FLSA requires that detailed time records be maintained on all non-exempt employees, including the hours worked each workday and the total hours worked each workweek. Hours worked must be reported by non-exempt employees utilizing the University’s designated timesheet and approved by the departmental official with authority to approve time worked, which is typically the supervisor.

ii. Payroll Reduction

Non-exempt salaried employees who have not worked the required hours in a workweek and who have insufficient leave accruals to cover the remaining required hours in a workweek must have their pay reduced accordingly.

2. Hourly Employees

The University is required to maintain a record of all hours worked for hourly employees.

a. *Reporting Requirements*

Hours worked must be reported by the hourly employee utilizing the University's designated timesheet and approved by the departmental official with authority to approve time worked, which is typically the supervisor. Hourly employees are paid for actual hours worked during a workweek and do not accrue any paid leave. It is essential to have all hours worked and approvals entered prior to published payroll deadlines to ensure an accurate and timely payment on payday.

B. *Time and Attendance Reporting Responsibilities*

1. Employee Responsibilities

Employees are required to report hours worked and leave accurately and timely, reported to the nearest tenth of an hour (e.g., 7.3 hours rather than 7.25). Time reported must be certified by the employee as correct. Employees who fail to report hours worked and leave according to University policy and procedures, or who falsify time and attendance records, may be subject to disciplinary action up to and including termination of employment.

2. Supervisor Responsibilities

Supervisors are required to ensure employees are appropriately reporting time and absences, ensure pre-approval of overtime, review time and absences for approval or denial, and ensure all exceptions (i.e., errors) are appropriately and timely addressed in accordance with published payroll deadlines, University policies, procedures, and guidelines. It is imperative the supervisor ensure appropriate transactions are processed in a timely fashion as to not result in an overpayment to the employee. Furthermore, an employee must be paid in a timely fashion on the regularly scheduled pay day for time earned, recorded, and due for each pay period.

C. *Work Performed Out of State*

An employee may be subject to other state and local rules and regulations for work performed outside the State of Texas.

D. Time and Attendance Records Upon Separation

Upon the separation of an employee from the University, the employee or supervisor must complete the employee’s time and attendance records, ensuring all hours worked and leave utilized are recorded, and verify the employee’s last day of work.

E. Records Retention

All timekeeping and attendance records shall be available for public inspection, and the records must be retained for audit for a period of five (5) years after the fiscal year end for which the time or leave was reported.

V. References and Cross-References

[Fair Labor Standards Act](#)

[Texas Government Code § 661](#)

[UNT Policy 05.033, Staff Employee Discipline and Involuntary Termination](#)

[UNT Policy 05.062, Compensatory Time and Overtime](#)

[UNT Policy 06.025, Faculty Misconduct and Discipline](#)

VI. Revision History

Policy Contact:	Asst VC & Chief HR Officer
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