



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 (University) complies with federal and state laws applicable to attendance and leave reporting. 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, as faculty, staff, or hourly, or who is required to be a student as a condition of employment.

B. Exempt Employee

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

C. Hourly Employee

“Hourly Employee,” in this policy, means an individual who must report hours worked each pay period in order to be paid their wages.

D. Hours Worked

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

E. Non-Exempt Employee

“Non-exempt Employee,” in this policy, means an individual who does not meet the FLSA criteria for exemption and are covered by the overtime provision of the FLSA.

F. Salaried Employee

“Salaried Employee,” in this policy, means an individual who receives a fixed gross salary amount without any action or reporting of time.

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. Such records shall be available for public inspection. Additionally, the FLSA requires that detailed time records be maintained on all covered non-exempt employees, including the hours worked each workday and the total hours worked each workweek. Exempt employees are only required to report absences unless an exception has been granted to accrue state compensatory time at 1.0 in accordance with the Compensatory Time and Overtime policy. In these cases, hours worked and absences must be recorded for the period in which the exception was granted.

2. Hourly Employees

The University is required to keep a record of all hours worked for hourly employees. Such records shall be available for public inspection. Hourly employees do not accrue any paid leave. Hours worked must be reported by the employee and approved by the departmental official with authority to approve time worked, which is typically the supervisor. It is essential to have all hours worked entered and approvals made prior to the published payroll deadlines to ensure an accurate and timely payment on payday.

3. Reporting Time

Employees are required (where applicable) to report hours worked and leave accurately and timely. Hours worked and absences must be reported on the appropriate forms within the appropriate electronic systems. Time reported should be certified by the employee as correct and approved by the supervisor. Supervisors are required to ensure employees are appropriately reporting time and absences, to review time and absences for approval or denial, and ensure all exceptions (errors) are appropriately and timely addressed in accordance with published payroll deadlines and guidelines. Reported time is to be reported to the nearest tenth (e.g., 7.3 not 7.25).

B. Approvals

Time and attendance records must be maintained for each employee along with the approvals:

1. Leave Approvals

All leave must be requested and approved prior to usage unless an emergency situation occurs. In emergency situations, the leave must be submitted as soon as practical. The request must be approved by the departmental official with authority to approve leave, which is typically the supervisor, and if applicable, other administrative officials.

2. Overtime Approvals

Employees seeking to work overtime (beyond their normally scheduled hours) must obtain approval prior to working the additional hours. The request must be approved by the departmental official with authority to approve time worked, which is typically the supervisor, and if applicable, other administrative officials.

C. *Absence/Attendance*

Employees are expected to report to work according to the departmental work schedule. Excessive absenteeism including tardiness, unexcused absences, or failure to give proper notification of absences, will be considered sufficient cause for disciplinary action up to and including separation from University employment. An unauthorized absence of more than three (3) consecutive working days may be considered job abandonment and may result in separation for cause.

D. *Payroll Reduction*

For non-exempt salaried employees who do not have enough time (hours worked or leave accruals) to cover a pay period must have their pay reduced accordingly. It is imperative that department officials process the appropriate transactions in a timely fashion as to avoid 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 that period.

Exempt salaried employees who do not have enough time (hours worked or leave accruals) to cover a work week must be paid in accordance with FLSA provisions and guidance from Human Resources.

E. *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.

F. *Records Retention*

All timekeeping and attendance records must 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](#)

[6 Tex. Govt. Code § 661](#)

[UNT Policy 04.008, Records Management and Retention](#)

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

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

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

VI. Revision History

Policy Contact:	Director, Human Resources
Approved Date:	05/01/1983
Effective Date:	05/01/1983
Revisions:	05/01/1983, 08/1995*, 08/1998, 07/2002, 06/23/2022, 10/29/2024 * - reviewed with no revisions