

OPERATING STAFF TIME RECORDING PROCEDURES

- ◆ The Fair Labor Standards Act and New Hampshire State Statues require non-exempt employees to record the exact times worked each day.
 - ◆ The Operating Staff Time Recording Form can be downloaded in an electronic format or printed in hard copy from the Human Resources website at:
<http://www.unh.edu/hr/pubs-fm.htm>
 - ◆ The Time Recording Form must be completed by the employee and submitted to the supervisor by the Wednesday following the end of the payperiod.
 - ◆ If there are entries in the “overtime” column or the “leave without pay” column, the form must be sent to the Business Service Center (BSC) by the following Thursday after the end of the pay period so adjustments can be made to the next paycheck.
 - ◆ Staff members on leave without pay, interim disability, or using sick pool beyond 15 working days do not accrue leave time. This will require a manual adjustment of the automatic Leave Accrual (see Steps #43 and #44 of the Instructions for Entry Period Sheet) -- <http://www.unh.edu/hr/time-rec/sheet4.html>
 - ◆ Time accrued in excess of eight hours in one day or forty hours in any week is calculated at one and one half times the regular rate of pay in the case of paid time or one and one half times the hours worked in the case of compensatory time off. **All overtime and accumulation and use of compensatory time off must be approved by the supervisor in advance.**
- See USY V.F 5.2.3 for Regular Rate of Pay calculations or
<http://usnh.unh.edu/DOPPLER/General/OTCalculation.html>
- ◆ Compensatory time must be used or paid off by June 30 of each year.

Signed copies of the Time Recording form for each operating staff employee must be retained in the supervising department or office of the RC Unit liaison identified for this purpose for a period of four years. Record keeping procedures must be on file with the Business Service Center and Human Resources.

Complete policy information regarding leave time may be obtained by calling the Department of Human Resources at extension 2-0501 or visit our Web Page at:
<http://www.unh.edu/hr>