

## STANDARD OPERATING PROCEDURE

**SOP Title:** Overtime Pay Reporting Procedures

**SOP No. 530.00HR**

**Department:** Human Resources

**Policy Title:** Overtime/Compensatory Time

**Policy No. 530.00**

**Approved By:** Lawrence L. O'Shea Ph.D.

**Date:**

### **PURPOSE**

At the beginning and end of each workday, all non-exempt employees must sign in and sign out. This will ensure that any employee that is entitled to overtime compensation will receive it. The process of signing in and signing out can be done entirely online. The following instructions will cover the proper steps in signing in and signing out online.

### **TARGET PERSONNEL**

Non-exempt hourly employees

### **WHEN PROCEDURE IS IN EFFECT**

When hourly employee begins and ends their workday.

### **PROCEDURE**

#### **CLASSIFYING INTERMEDIATE UNIT 1 POSITIONS**

1. The Human Resources Department shall have the responsibility to classify all positions based upon the job responsibilities as defined in the job description in accordance to the guidelines establish in Part 541 of the Fair Labors Standards Act (FLSA).
2. All employees shall be advised of their position classification at the time of their hire.
3. Employees classified as nonexempt shall be eligible for compensation for hours worked beyond their regular workweek and overtime payment hours worked beyond a 40 hours workweek at one and one half their hourly rate of pay.
4. Employees classified as nonexempt are required to adhere to the reporting requirements as defined in this procedure.

#### **SIGN-IN AND SIGN-OUT REPORTING (REGULAR WORKDAY)**

Definition: A regular workday is the employee's initial ordinary assigned workday with a specific start and end time as assigned to the position. An example is an employee who regularly starts work at 8:30 a.m. and ends work at 4:00 p.m. The workweek can include weekends. Employees who work a regular workday will sign-in when they begin doing IU1 work, usually at the regular start time and sign-out when they complete doing IU1 work, normally at the end of their usual workday using the following procedure:

A. Locate the Sign-In Home Page

1. Open Internet Explorer and open the **IU1 Homepage**.
2. Click the **iuWeb Portal** link located on the left side of the page, under **Quick Links**.

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- a. Click on the **Favorite** tab.

**Note:** Employee can click ADD Page to **Favorites** to by-pass the IU homepage and access the server directly to minimize potential system downtime.

### B. Record Sign-in Time

1. Enter **User ID** – (Same as AESOP)
2. Enter **PIN** – (Same as AESOP) and Tab and/or click **GO or Enter**.
3. When the IUWeb appears, click the tab **Sign-in** in upper left corner of the page.
4. When the Employee Sign-In page appears, click **Continue**.
5. When the Sign In and Out page appears click the **Sign In** box.
6. After the system processes, the Sign-In and Sign-Out boxes will reappear, click the **Save and Exit** button or the **Log Out** button in the upper right corner of the screen.
7. **Exit** the Internet now.

### C. Record Sign-Out Time

1. Log into the Sign-in Page by using Steps No.1 and Step No. 2 above.
2. When the **iuWeb Portal** page appears, **click** the tab Sign-In in upper left corner of the page.
3. When the Employee **Sign-In** page appears, **click** Continue.
4. When the Sign In and Out page appears perform the following functions

#### Full Lunch Break.

- b. Check the box **60 min lunch**.
- c. Click the **Sign Out** button.
- d. Click the **Submit** button.
- e. Click the **Logout** button in the upper right corner of the screen.
- f. **Exit** the Internet now.

#### Less than Full Lunch Break

- a. Click the **Signing Out** box.
- g. When the pop up window will appear, enter the **minutes** of the length of your lunch break taken e.g. 30, 35, 45 etc. The difference represents time worked. Click **Continue**.
- h. When the **Signing Out** window appears, enter in the **Explanation** box the reason why you did not take the full lunch break e.g. authorized to repair fax machine, authorized to work on time sheets, authorized to proof read survey, authorized to work makeup time etc.
- i. Click the **Submit** button.
- j. Click the **Logout** button in the upper right corner of the screen.
- k. **Exit** the Internet now.

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### SIGN-IN AND SIGN-OUT REPORTING NOT A REGULAR WORK DAY (Second Work Period After a Regular Work Day)

Definition: A second work period is an **authorized** return to work and it allows for a self-established start and end time. The second work period begins after a formal sign-out occurs from a regular workday. For example, an employee is formally authorized by their supervisor to return in the evening to perform work.

#### A. Authorization

1. An Employee must be **authorized by their supervisor** to return to work a second work period.
2. Department Director will notify the Director of Data Processing (below) to create a second record for their employee so they can work a second work period.

**Note:** on the Workday Time Adjustment Form **no** adjusted time is filled out. The reason for the request is **Second Work Period**. The request date and the authorization dates are recorded on the form.

#### Workday Time Adjustment Form

Name: **John Doe**

Date: **April 5, 2005**

Reason for the request: **Second Work Period**

Complete the adjustment below:

Early Start Time Adjust time to:

Late Start Time Adjust to

Early End Time Adjust time to:

Late End Time Adjust Time to:

**By**

Use Accrued Compensation Time: YES \_\_\_NO

Amount:

Adjustment Date: **April 10, 2005**

Employee Signature: **John Doe**

Director Signature: **Bob Smith**

Date: **April 8, 2005**

3. Locate the Sign-In Home Page
  - a. Open Internet Explorer and open the IU1 home page.
  - b. Click the **iuWeb Portal** link located on the left side of the page, under **Quick Links**.
  - c. Click on the **Favorite** tab and click ADD Page to Favorites to by-pass the IU homepage and access the server directly to minimize system downtime.
4. Record Sign-in Time

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- a. Enter **User ID** - your phone number (no dashes) and Tab twice.
- b. Enter **PIN** - last 4 digits of your social security number and Tab and/or click **GO or Enter**.
- c. When the iuWeb appears, click the tab **Sign-in** in upper left corner of the page.
- d. When the Employee Sign-In page appears, click **Continue**.
- e. Click the **Second Sign-in** button.
- f. After the system processes, the Sign-In and Sign-Out boxes will reappear, click the **Save and Exit** button or the **Log Out** button in the upper right corner of the screen.
- g. **Exit** the Internet now.

### 5. Sign-Out

- a. Follow the same sign-out procedure as stated in the **Regular Workday**.
- b. Click the Continue **Second Sign-In button**.
- c. If a **60-minute** dinner was taken follow the procedure Full Lunch Break and if **less than a 60 minute** dinner was taken, follow the procedure for Less Than Full Lunch (Regular Workday Procedures above).
- d. Complete the **Sign-Out** procedure, stated above in the Regular Workday

### EMPLOYEE REVIEWING THEIR SIGN-IN AND SIGN-OUT HISTORY

Definition: An online report for those employees interested in reviewing the accuracy of their 3-week history of signing-in and signing-out to correct any errors.

1. Login to the **Sign-in Page** as previously directed.
2. When the Sign In and Out page appears click the **Sign In** box.
3. Click **15 Day Activity Log**.
4. The history of your Sign-in and Sign-Out activity will appear.
5. Click the **Logout** button in the upper right corner of the screen.
6. **Exit** the Internet now.
7. If there is an error, the employee should discuss the error with their Department Director for corrective action. Complete a **Work Day Adjustment Form** and Submit to the Data Processing Department to correct the reporting record for the employee.

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### ADMINISTERING TIME BEYOND A WORKDAY OR WORKWEEK AND/OR SHORT WORKDAY OR WORKWEEK

**Definition:** Each Director is responsible for making if compensation will be paid in wages or compensation time off for hours worked beyond the normal workweek or workday for all employees under their supervision.

1. The Director must meet with the employees to determine if they want time worked beyond their workday or workweek paid in **Wages** or **Compensation Time Off**. The Director can only approved all hours as wages or compensation time off in a given week.
2. The Administration will not count sick leave, jury duty, holiday, or vacation, even though paid, or any other paid or unpaid time off as time credited to computing overtime compensation.
3. The Director must approve, at their discretion, the use of Compensation Time Off (using the procedure below). The Director must show a legitimate need to operate business matters in order to deny the employee's request to use compensation time off e.g. Business Department is in the middle of closing the year end books.
4. The Intermediate Unit Human Resources Department will ensure compensation for work shall be reimbursed (Wages or Compensation Time Off) to the employees at its **current** rate or time and one-half of such rate for work in excess of 40 hours per week.
5. The Administration will require employees (with the exception of public safety who may accrue 480-hours) who exceed 240 hours of Compensation Time Off Compensation hours to be reimbursed at their current rate for time earned in excess of this limit. Otherwise, Compensation Time Off can be retained until separation from employment with IU1 or the employee request payment in wages for any amount accrued.
6. The Director must resolve matter that caused employee to work a short work day.

#### PROCEDURE: How Hours Over Regular Day Will Be Paid Wages or Comp Time

- a. Log-on the **IU 1 Home Page**
- b. Click **Iu1Portal** (bottom left of page)
- c. **Directors** – Enter ID Number and Password (Same as AESOP)
- d. Click Tab **Sign In (Admin)**, top of screen.
- e. Click on Departmental Weekly Time Report
- f. Click Last Week's Report

**Note:** FLSA requires payment within next payroll period. Director misses a review must look for the report in Previous Weekly Report.

- g. Employees Requiring Attention Report will appear. Click on the **ID** of the employee to be reviewed.

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- h. Directors **must** approve **ADDITIONAL** time worked over in a manner chosen by the employee – Click **Comp Time** or **Click Pay**.

**Note:** When a Director clicks **Comp Time**, the amount on the Report will automatically be added to the employee accrued Compensation Time. When a Director clicks **Pay**, the amount to pay (including those hours over 40 hours per week) will be sent to the Payroll Department for payment within the next pay period.

- i. Director must approve workweeks that are **UNDER** worked by clicking **No Action** (where no Additional Hour are present to be compensated) after researching why the shortage occurred and taking corrective action, if needed. Complete the Workday Time Adjustment Form and send to Data Processing. Some corrective action might include the following:

- 1). Employee will apply Compensation Time Off for the short workdays (see example below) or portion of a professional entitlement day.
- 2). Last Option after the above are used is that the employee will work before, after or during lunch for the make up period but will not sign in until the time is made up or will record 60 minutes taken for lunch or will sign-out on time before the make up time.

### Workday Time Adjustment Form

Name: Jane Smith

Date: April 10, 2005

Reason for the request: **Left Early Attended to attend Class**

Complete the adjustment below:

Early Start Time Adjust time to:

Late Start Time Adjust to:

Early End Time Adjust time to:

Late End Time Adjust Time to: **4:00PM**

**By**

Use Accrued Compensation Time: **YES** \_\_NO

Amount: **15 minutes**

Adjustment Date: **April 9, 2005**

Employee Signature: Jane Smith

Director Signature: John Doe

Date: **April 10, 2005**

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### EMPLOYEE USES COMPENSATION TIME OFF – SAME DAY

Definition: This occurs when an hourly employee elects to use accrued compensation time off on their regular workday e.g. using Comp Time to attend daughters event. The employee must follow the initial **Approval Procedure** from their Supervisor before following the procedure below:

1. The employee will have completed the Sign-in phase described in the Sign-In And Sign-Out Reporting (Regular Workday) section of the procedure.
2. When signing out, the employee will check the Box 60 min Lunch, if they took the 60 minute.
3. The employee will check the Used Comp Time Box and click the Sign Out button.
4. A pop up window will appear request the employee to enter the minutes to be taken for comp time (EMPLOYEE MUST COVER THE HOURS TO MINUTES E.G. 3 HOURS WILL BE RECORDED AS 180. **DONOT** WRITE MIN. OR MINUTES JUST TYPE THE NUMBER).
5. After clicking the **Sign Out** button, the Explanation box will appear.
6. Enter a short description of the reason for the Compensation Time Off request:

Example: Personal, Attending child's event, travel out of state etc. \_\_

7. Click the **Submit** button.
8. Click the **Logout** button in the upper right corner of the screen.
9. **Exit** the Internet now.

### PAYROLL PROVISION

1. The Administration will include payment for overtime in the paycheck for the period immediately following the one in which the compensation was earned.
2. Should the Administration's calculation not be completed in the same workweek, payment shall be as soon as practical after such calculations are completed.
3. The Directors will at the end of each week, make the appropriate disposition regarding their employee time worked over the regular workday or workweek by entering **Comp Time** or **Pay**
4. The Payroll Department personnel will log the **IU 1 Home Page**, Click **IuWebPortal**, enter User ID # and PIN # ( Same as AESOP) Click the Sign-in button (left top of page), the report titled **Additional Compensation Report to Payroll** will appear. Click the report link.
5. Reports titled Current Week, Last Week's Report and Previous Weekly Reports will appear. Click on **Last Week's Report**
6. A report will appear listing the Last Name, First Name and **Additional Hours** to be paid for hours worked will appear

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7. The Payroll Department will **pay** these additional employee work hour at the current employee hourly rate in the next scheduled pay period. These hours included overtime hours.
8. **Logout** of the system after payroll information is acquired

### DELIBERATE VIOLATING THESE REPORTING PROCEDURES

1. Supervisor Responsibility
  - a. A Director or their designee of a non-exempt employee who willfully or knowingly allow a subordinate employee to perform work outside of their regular work day, without reporting such work according to these procedures, are subject to progressive discipline in accordance with IU1 policy.
2. Non Exempt Employee Responsibility
  - a. Non-Exempt employees who engage in compensable work outside of their regular workday and willfully fails to report such work under these procedures shall be subject to progressive discipline in accordance with the IU1 Policy
3. All administrative and hourly employees who are affected by these procedures shall sign a declaration that they have received and read the policy and procedures related to overtime pay.

### SPECIAL CIRCUMSTANCE RULES

#### **Make-Up Time For Short Work Day – SAME DAY MAKEUP**

Definition: An employee who Signs-in Late or Signs-out Early due to a **non-work** related extenuated circumstances illustrates why a short workday can be created. Failure to make up time will results in a short workday on the Departmental Weekly Time Report.

1. Use accrued earned Compensation Time: Get authorization from the supervisor to use Compensation Time by following the above procedure titled **EMPLOYEE USES COMPENSATION TIME OFF – SAME DAY**.
2. Work During Lunch Time: Employee will get **authorization** from their Director or Supervisor to make up lost time by shortening their lunch period (procedure under **Sign-In and Sign-Out Regular Workday Less Than a Full Lunch Break**).

#### Less than Full Lunch Break

- a. Click the **Signing Out** box.

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- l. When the pop up window will appear, enter the **minutes** of the length of your lunch break taken e.g. 30, 35, 45 etc. The difference represents time worked. Click **Continue**.
- m. When the **Signing Out** window appears, enter in the **Explanation** box the reason why you did not take the full lunch break e.g. authorized to repair fax machine, authorized to work on time sheets, authorized to proof read survey, authorized to work makeup time etc.
- n. Click the **Submit** button.
- o. Click the **Logout** button in the upper right corner of the screen. **Exit** the Internet now.

**Note:** Record the difference between the 60-minute lunch break and the time worked to generate the Make-Up time.

3. Work Outside the Regular Work Day: Employees will get **authorization** from their Director or Supervisor to make up lost work time before the workday start time or after end of day for the exact amount time the employee was short on a given day.

4.

**Note:** Remember the computer records exact time after 10-minutes past the end of the day – the reporting grace period. Therefore, the employee must work at least 11-minutes before the system can record actual time.

The employee will place the reason for the make up time and who **authorized** make up time in the **Explanation** box before signing-out e.g. Mr. Smith - later due to Inclement weather.

### **Taking Full Day Compensation Time Off – NOT THE SAME DAY.**

Definition: This occurs when an hourly employee elects to use accrued compensation Time-off for a FULL DAY and cannot access their IU1 computer station. The employee will adhere to the follow procedure:

1. The employee will complete a Workday Time Adjustment Form and submit to the Data Process Department to correct the next day compensation time for the employee. The Form is completed as follow:
  - a. Enter name and data submitted:
  - b. Enter Reason: COMPENSATION DAY OFF
  - c. Circle YES for Use Accrued Compensation Time
  - d. Enter the date taken off under Adjustment Date
  - e. Secure the appropriate Signatures and Date the form was signed.

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### Workday Time Adjustment Form

Name: Jane Smith

Date: April 10, 2005

Reason for the request: **Compensation Day Off**

Complete the adjustment below:

Early Start Time Adjust time to:

Late Start Time Adjust to:

Early End Time Adjust time to:

Late End Time Adjust Time to:

**By**

Use Accrued Compensation Time: **YES** \_\_NO

Amount: **Full Day**

Adjustment Date: **April 9, 2005**

Employee Signature: Jane Smith

Director Signature: John Doe

Date: **April 10, 2005**

### Signing In Late for Extenuating Circumstances or Forgetting to Sign-in

Definition: When an employee records their sign-in time **more** than **10-minutes** (beyond the grace period) into their regularly scheduled starting time.

1. The employee will notify the Director or Supervisor of their Department they were late arriving at work for **approval** to make up the time.
2. Employee can make up time with Director authorization by one of the following arrangements:

#### Shortening a Lunch Break to Make up Time

- a. Follow the Sign-Out procedure (above) Less Than Full Lunch Break.
- b. When the pop up window will appear, enter the **minutes** of the length of your lunch break minus the make up time. e.g. if you were late 15 minutes, enter 45 minutes (60 minutes – 15 minutes), then click **Continue**.
- c. When the **Signing and Out** window appears, enter in the **Explanation** box the reason why employee did not take the full lunch break and who authorized the work

Example 15 minutes late: authorized by Supervisor John Doe

- d. Click the **Submit** button.
- e. Click the **Logout** button in the upper right corner of the screen.
- f. **Exit** the Internet now.

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### Working after a Normal Workday to Make up Time

- a. Follow the Sign-Out procedure (above) Full Lunch Break.
- b. Check the box **60 min lunch**.
- c. Work the make up time after the regular day end of daytime and Click the **Sign Out** button.

Example: Remember the system only record **real time after** the 10-Minute grace period. If the employee was 15 minutes late, he she will follow the Regular Day Sign Out procedure and complete the sign-out when the **system clock** indicated the late time to make up. If the employee was 15 minutes late, he she will **click the Sign Out** button at 4:15 p.m. ( if the regular day ends at 4:00 p.m.)

- d. Click the **Submit** button and complete sign out procedure.

### **Working Before Start Time or End Time with No Access to a Computer**

Definition: On rare occasions an employee may be on a special work assignment before the start of the workday or before the end of the workday. When employee arrives at work, it will be after the regular workday start time e.g. Coordinator runs an errand before the start of the workday.

1. Employee follows the **Regular Workday Sign-In Time** procedure when they return to work after the errand. The actual sign in time could indicate a **regular, late, or an early** sign in time.
2. Employee completes the **Workday Time Adjustment Form** and submits it to the Data Processing Department to correct their record.
- 3.

Example: When employee signs-in work at 8:15 a.m., it was a Late Start time recording because he/she actual began to work at 7:4 a.m. when he/she arrived at the hardware store to purchase the new power supply cord and extensions. Therefore, we have to adjust this Late Start Time to: 7:45 a.m. (See Example Below):

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### Workday Time Adjustment Form

Name: Jane Smith

Date: April 10, 2005

Reason for the request: **Purchase Supplies for AYP Seminar before start of work day**

Complete the adjustment below:

Early Start Time Adjust time to:

Late Start Time Adjust to: **7:45 a.m.**

Early End Time Adjust time to:

Late End Time Adjust Time to:

**By**

Use Accrued Compensation Time: YES \_\_\_NO

Amount:

Adjustment Date: **April 9, 2005**

Employee Signature: Jane Smith

Director Signature: John Doe

Date: **April 10, 2005**

4. Employee who records the **Regular Workday** sign-out time **early** because her/she has to perform work outside of the office must request, usually the next day, that the Early Sign-Out be adjusted to be reflected to the time work was actually completed.
  - a. Employee completes the **Workday Time Adjustment Form** and submits it to the Data Processing Department to correct their record.

Example: Employee leaves work early to do a bulk mailing before the Post Office closes. He/she leaves work at 3:30 p.m. and completes the Regular Day Sign-Out procedure. He/she completes work at the Post Office at 4:30. The record will show an early leave and a short workweek unless the system is adjusted. (See Example Below):

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### Workday Time Adjustment Form

Name: Jane Smith

Date: April 11, 2005

Reason for the request: **Delivered Post Office; left work early.**

Complete the adjustment below:

Early Start Time Adjust time to:

Late Start Time Adjust to:

Early End Time Adjust time to: **4:30 p.m.**

Late End Time Adjust Time to:

**By**

Use Accrued Compensation Time: YES \_\_\_NO

Amount:

Adjustment Date: **April 10, 2005**

Employee Signature: Jane Smith

Director Signature: John Doe

Date: April 11, 2005

5. Data Processing Department will make the Sign-In or Sign-Out adjustment to reflect the employee's actual workday.

### Attending a Special Event with No Access to a Computer

**Definition:** This is a situation when an employee attends an event or arrives at an offsite facility without reporting in since they have no access to an Internet. An example of this may be when secretaries spend a day at a conference, registering entrants and may or may not return to work to sign-in and sign-out. In such an instance the following procedure will be in effect:

1. If the employee returns to work the same day, follow the **Regular Workday Sign-In Procedure**:
  - a. After the employee signs-in, it would be considered a **Later Start Time** because the employee was working on the scheduled start time at the offsite facility but sign-in late when they returned to the office. The employee will complete and submit a **Workday Time Adjustment Form** to the Data Processing Department.
  - b. Data Processing will **adjust** the sign-in time to actual time the employee started to work e.g. beginning of the workday 8:30 a.m. (See Example Below):

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### Workday Time Adjustment Form

Name: Jane Smith

Date: March 15, 2005

Reason for the request: **Worked the registration table**

Complete the adjustment below:

Early Start Time Adjust time to:

Late Start Time Adjust to: **8:30AM**

Early End Time Adjust time to:

Late End Time Adjust Time to:

**By**

Use Accrued Compensation Time: YES \_\_\_NO

Amount:

Adjustment Date: **March 15, 2005**

Employee Signature: \Jane Smith

Director Signature: John Doe

Date: March 15, 2005

2. If the employee does not return to the worksite until the following day, the employee completes the **Workday Time Adjustment Form** will complete the next day and submits it to the Data Processing Department to correct **both** their sign-in and sign-out record.

Example: Since the employee missed **both** the sign-in and the sign-out function, they were technically both Late on the Start Time and Later on the End Time and want it adjusted on the prior days reporting record as follows:

### Workday Time Adjustment Form

Name: Jane Doe

Date: **March 16, 2005**

Reason for the request: **Attended a Secretary Seminar**

Complete the adjustment below:

Early Start Time Adjust time to:

Late Start Time Adjust to: **8:30AM**

Early End Time Adjust time to:

Late End Time Adjust Time to: **4:30 PM**

**By**

Use Accrued Compensation Time: YES \_\_\_NO

Amount:

Adjustment Date: **March 15, 2005**

Employee Signature: Jane Doe

Director Signature: John Smith

Date: March 16, 2004

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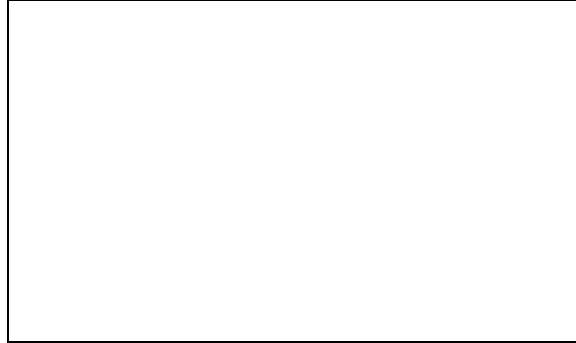
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**Note:** The submission date is one day later than the adjustment date.

### Authorized Short Work Day

**Definition:** An employee workday may be shortened **with** an authorization by the Director to leave early to perform a work related function. Otherwise, a short workday **without** authorization can result in a short workweek and a reduction in pay.

1. The employee follows the routine for the Sign-In and Sign-Out procedures for a **Regular Workday** and completes a Workday Time Adjustment Form. The employee record will need an Early End Time Adjustment to reflect the actual time the work was completed.

**Example:** Warehouse personnel leave work at 3:45 p.m. to go to deliver supplies to the schools. They were unable to return to work and sign-out and the actual work took until 4:30p.m. to complete. The sign-out **Early** and need the time adjusted.

#### Workday Time Adjustment Form

Name: Jane Doe

Date: **March 17, 2005**

Reason for the request: **Perform a bulk mailing.**

Complete the adjustment below:

Early Start Time Adjust time to:

Late Start Time Adjust to:

Early End Time Adjust time to: **4:00 PM**

Late End Time Adjust Time to:

**By**

Use Accrued Compensation Time: YES \_\_\_NO

Amount:

Adjustment Date: March 16, 2005

## STANDARD OPERATING PROCEDURE

**SOP Title:** Overtime Pay Reporting Procedures

**SOP No. 530.00HR**

**Department:** Human Resources

**Policy Title:** Overtime/Compensatory Time

**Policy No. 530.00**

**Approved By:** Lawrence L. O'Shea Ph.D.

**Date:**

Employee Signature: Jane Doe  
Director Signature: John Smith  
Date: March 17, 2005

**Note:** Employee submits the Workday Time Adjustment Form the day after shortened workday.

### FORMS

1. Overtime Authorization Form
2. Workday Time Adjustment Form

### FORM PROCUREMENT

1. Human Resource Department
2. Human Resources Website (Forms)

### PROCEDURAL QUESTIONS

1. Human Resource Department
2. Data Processing Director
3. Department Directors