

**The University of Akron
Payroll Office
Bi-weekly Time Records**

Purpose

The University Payroll Office is responsible for the payment of all University staff and student employees and the expensing of the wages for these employees to the appropriate accounts. The purpose of the attached is to provide procedures for employees to correctly complete time records to ensure that they are paid accurately and timely.

General Procedures

Complete the Bi-Weekly Time Record for any employee paid on an hourly basis. It may be necessary to complete a blank timecard at first for a new employee or for one who is newly classified as an hourly employee.

It is essential to mark the ovals with a **#2 pencil**, very distinctly, with **no mark-overs or stray marks**. Any corrections should be erased completely.

Your supervisor will notify you what to do with your completed timecard. No timecard will be processed by the Payroll Office without the Employee's and Supervisor's signature. Timecards must be submitted to the Payroll Office with a checkoff list signed by the supervisor or designated authority.

Blank timecards may be obtained from your Supervisor or the Payroll Office.

NOTE: It is the responsibility of the employee and supervisor to ensure the accuracy of the time record. Any error made on the time record that results in an underpayment or overpayment will require a corrected timecard to be submitted to the Payroll Office. An adjustment to correct the error will be made on the next paycheck.

Instructions for completing the time record

Note: Pre-printed time records will have ITEMS 1-13 completed including the ovals darkened where applicable. ITEMS 1-9 on blank time records are the same in both the upper and lower parts of the time record. ITEM 10 begins the section where the corresponding bubbles must be completed.

ITEM

DESCRIPTION

- | | |
|------------------|---|
| 1. Employee Name | Enter the employee's name.
FORMAT: Last name, First name, Middle Initial (Please print) |
| 2. Employee ID | Enter the employee's ID number. |
| 3. Record # | Leave blank |
| 4. Run ID | Enter the Year Pay Number from the Bi-weekly Payroll Schedule available on the web at:
http://www.uakron.edu/busfin/controller/payroll.php |

**The University of Akron
Payroll Office
Bi-weekly Time Records**

13. Yr. Pay Number Enter the Year Pay Number from the Bi-weekly Payroll Schedule available on the web at:
<http://www.uakron.edu/busfin/controller/payroll.php>
Darken the appropriate ovals below that correspond with the numbers.
14. IN/OUT Hours IN and OUT hours should be recorded by clock or hand-written as required by dean or department head.
15. Enter hours to be claimed for pay or leave-without-pay in each day of each week.
Refer to University Rule 3359-26-04, Absence from Campus, for details on appropriate usage and documenting of time away from campus. Rule may be found at
http://www.uakron.edu/ogc/docs/26-04_6-25-07.doc
- 15a. REGULAR HOURS (REG HRS) – Enter hours actually worked per day. Holiday hours are entered in the regular hours column.
- 15b. OVERTIME HOURS (OT HRS) – Enter hours worked over 40 hours in any work week. Do not inflate hours. Payroll will pay at 1 ½ your regular hourly rate. Hours **worked** on a HOLIDAY are entered in the Overtime Hours column OR recorded as COMP TIME EARNED in the Comp Earned column.
- 15c. STRAIGHT OVERTIME (STRAIGHT OT) – Straight overtime is only to be used by CWA Bargaining Unit employees for call-in time.
- 15d. SICK – Enter hours to be paid for sick hours used. Sick time is not considered active pay status when calculating overtime hours.
- 15e. VACATION – Enter hours to be paid for vacation hours used.
- 15f. COMP TAKEN – Enter hours to be paid for compensatory hours used. Comp time must be previously accrued.
- 15g. LEAVE-WITH-PAY (LWP) – Enter only hours for Court Leave or Military Duty time to be paid at the regular rate of pay. Any other exceptions must be approved by Human Resources, Labor and Employee Relations. Refer to University Rule 3359-11-05 at
http://www.uakron.edu/ogc/docs/11-05_6-25-07.doc for documentation requirements. The reason for LWP should be marked below the NOTES section.
- 15h. LEAVE-WITHOUT-PAY (LWOP) – Enter Leave-Without-Pay hours not worked and not to be paid.

**The University of Akron
Payroll Office
Bi-weekly Time Records**

- 15i. TOTAL (Across) Add hours across for each day.
- 15j. Weekly Totals Add each column down.
16. Comp Earned Enter actual hours worked over 40 per week to be accrued at 1 ½ times for future payment or use.
17. Days Worked Darken oval for every day that any hours have been claimed for payment. Do not mark a day that is **entirely** leave-without-pay or comp time taken.
18. Copy WEEKLY TOTALS hours for each column from the top portion of the timecard to the bottom portion. Darken appropriate ovals corresponding to these hours. NOTE: When SICK HOURS are claimed complete item 19.
19. Sick Leave Exhausted Always darken the appropriate oval(s) when any sick leave hours are claimed.
- “charge balance of absence to VACATION”
OR
“charge balance of absence to LEAVE-WITHOUT-PAY”
- This information will be used by Payroll only in the event your SICK LEAVE balance has been exhausted.
20. Employee Signature (Departmental copy) **Employee must sign.**
21. Employee Signature (Payroll copy) **Employee must sign.**
22. Supervisor Signature (Payroll copy) The employee may not sign for their supervisor. As a general rule, this will be the signature of the Department Head.
23. Notes Enter and highlight any compensatory hours that have been refused and are to be paid. That is time-off has not been allowed and the employee requests payment for those hours not taken.
24. Optical Scanning Timing Marks
The black rectangular marks along the lower and side edges of the time record are for identifying the columns for optical scanning. DO NOT MARK OR WRITE OVER THESE BLOCKS AS IT WILL PREVENT PROPER SCANNING.