FLORIDA TECH
OFFICE OF HUMAN RESOURCES

MEMORANDUM

To: Vice President, Deans, and Department Heads

From: Gary Meiseles
Director of Human Resources

Date: February 17, 1993

Subject: Revised Payroll Exception Report
Weekly Time Recording Forms

Attached is a revised Payroll Exception Report. This version of the form reflects minor, but important, changes from the version previously distributed.

Specifically, the completion of the “Other” column has changed. The code for “Leave without Pay” has been changed to “DOC”. It is important that the code DOC be used for any hours in a pay period that are not to be paid as Regular, Vacation, Sick or Family Sick Leave hours. The DOC code coincides with the coding in the system and its use will speed up the time validation process.

The code “SUP” has also been added. This code is to be used when supplemental pay is to be provided to an employee. The Payroll Exception Report must have proper documentation and approval of the supplemental pay attached. Examples of Supplemental Pay include: employees paid to teach as an adjunct faculty member; faculty members who serve on a thesis or dissertation committee; salaried employees who perform work outside of their normal job assignments, such as coaching.

In completing the Payroll Exception Report, please remember that a vacation leave exception, for example, will cause an exception in the regular (REG) hours, as well. For example, an employee normally defaults 80 REG hours. In a particular pay period they have an exception to the 80-hour default because they use 8 hours of vacation leave. The Exception Report should reflect an exception of 8 hours under VAC but should also reflect an exception of 72 under REG since the reduction on the regular hours (REG) is an exception from the default.

Also attached are three versions of time-collection documents. One of these versions must be used in order to document the actual hours an employee works within a pay week. Only one version of the documents needs to be completed for each employee. If it is easier for a department, different versions of the forms may be used for different employees. The only requirement is that one of the versions be used for each employee.

While documenting hours worked is particularly important for hourly employees who may have overtime calculations dependent upon when the hours were actually worked, the forms are also to be completed by salaried employees under certain circumstances. Specifically, when salaried employees use sick or vacation leave, or if they have some time as leave without pay, the form should be completed and signed by the employee. This will help to avoid possible disputes over the use of sick and/or vacation time. Additionally, salaried employees who are on restricted accounts should complete forms every week, even if they did not use leave. The documents will then serve as a record of time spent on the particular grant.

It is required that departments retain this detailed information, which will be requested by the Office of Human Resources once a year. The records are subject to audit by the university's internal auditor at any time, so it is essential that the records be kept current.

Since this information is late going out, the first pay week that must be documented is the pay week ending February 20, 1993.

If a department has started the year using a different version of the form, please provide a copy to this office for review and retention. Later this year we will settle upon standard versions of the forms that will be authorized for department usage and the various samples we receive will be of assistance as we make that determination.

The first version of the form (Sample A) is labeled: Employee Hours Report.

> This version of the report is to be completed for one pay week only. The form will contain all of the hourly employees in the department, all of the employees paid form a restricted account, as well as the salaried employees who had exceptions from their defaults. One form will be completed for each pay week of the calendar year.
>
> The Sample A demonstrates how to complete the form. Once all information is completed, each employee should sign in the appropriate column. This will verify the employee's agreement with the hours recorded on the form.
>
> The approving supervisor, or department head, should sign the sheet at the bottom.

The second version of the form (Sample B) is labeled: Employee Annual Work Report.

> This version of the report is to be completed for one employee for the entire calendar year. Sample B demonstrates how the form would be completed over several weeks.

The employee's time is recorded every week on this two-page form. As a result, there will be a record by employee, of each employee's time.

The form is to be completed every week for hourly employees and salaried employees on restricted accounts. Salaried employees would only need to complete the form for a pay week in which they had an exception from their defaults.

Again, the employee should sign in the appropriate column. This will verify the employee's agreement with the hours as recorded on the form.

Once each page is filled, the supervisor should sign the bottom.

The third version of the form (Sample C) is labeled: Weekly Time Report.

This version of the form requires only half a sheet of paper. Therefore, the source document is reproduced with a top and bottom half. Once reproduced, the form may be cut along the solid line to create two forms. Sample C demonstrates how the form would be completed over two weeks.

The employee records his/her time in the appropriate boxes of the form and signs the form to verify agreement with the hours as recorded. The employee then returns the form to his/her supervisor. Here again, hourly employees and salaried employees on restricted accounts are to complete this form every week. Salaried employees would only need to complete this form for a pay week in which they had an exception form their defaults.

This version of the form will likely be used at remote site where the employee is not available on a weekly basis to sign one of the other versions of the form.

The blank versions of the form that are attached should be retained for use as source documents form which to make photocopies.

Finally, the Payroll Office and the Office of Human Resources would like to request your assistance in providing service to all our employees. If an employee in your department has a problem with his/her pay, please do not send the employee to our offices. The individual should first work through his/her departmental contact, usually the department secretary. In many cases the departmental contact will be able to answer or resolve the problem with a quick telephone call. The procedure will reduce the traffic in both of our offices, which should result in a quicker response to the problem, as well as notifying the department that a problem exists.

If, however, the employee has a problem with a deduction, he/she should be directed to the Benefits Coordinator in the Office of Human Resources.

Thank you for your cooperation. Questions, if any, should be directed to this office.

Attachments

cc: Mr. Richard Reisch, Internal Auditor