

Section: COMPENSATION
Subject: Time Reporting
Number: HR 3520

I. Institutional Regulations

Employees, supervisors, and timekeepers shall be responsible for ensuring that employee leave and work hours are reported accurately, in a timely manner, and in the manner prescribed by the College.

II. Procedure

A. Employee Time Reporting

1. Nonexempt employees shall report all of their time worked. DMACC uses 15 minutes as the minimum unit of time to be reported for payroll purposes: 8 to 14 minutes in a day are reported as 15 minutes; 7 minutes or less in a day are considered negligible and are disregarded. Work hours shall be entered on Employee WEB. Leave shall be entered on Employee WEB or on a Request for Leave form (P-21) depending on the type of leave requested.
2. Exempt employees shall be required only to report their leave usage. Leave shall be entered on Employee WEB or on a Request for Leave form depending on the type of leave requested.
3. Supervisors/department heads shall review the time submitted to them by their employees and when approved, they shall forward the time to Payroll by the established due date.

B. Departmental Timesheet Listing

1. The Departmental Timesheet Listing includes the names of all employees who did not enter time or leave through Employee Web.
2. Timekeepers shall enter the following information on the list:
 - a. Approved leave reported by employees who did not report their leave through Employee Web;
 - b. The number of approved work hours reported by employees who did not report their time through Employee Web.
3. Employee timesheets and leave forms shall accompany the Departmental Timesheet Listing and shall be submitted to Payroll by the established due date.

C. Faculty Time Reporting

1. Regular faculty shall be listed on departmental Timesheet Rosters but they shall be paid for their overload from Overload Pay Authorization forms.
2. Adjunct credit instructors shall be paid from Load Sheets.
3. Adjunct noncredit instructors shall be paid from Instructor Pay forms which shall be submitted upon completion of their assignment, except that open lab/apprenticeship instructors shall be required to enter their time on the Employee WEB. Time worked shall be submitted for each nonexempt pay period listed on the DMACC Payroll Calendar.
4. Substitute Adjunct instructors shall be paid from Instructor Substitute Pay forms.

APPROVED:



Executive Director, Human Resources

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