

Biweekly Time Reporting By Employees

Operating Policy and Procedure

Objective:

To maintain complete and accurate documentation of hours worked and leave taken by state employees in order to:

- properly process employee pay
- maintain accurate employee leave balances
- distribute payroll costs to the appropriate accounts
- maintain accurate overtime information for FLSA purposes

There are three different processes for reporting time and leave:

- Mass Time Entry
- Self Service Time Entry
- Interface Time Entry

Recording time through Mass Time Entry is the standard process for recording time and leave information. An agency may use one of the alternative methods of time entry (Self Service or Interface Time Entry) if doing so has been approved by Statewide Payroll Services. Self Service Time Entry has each employee entering information on the State of Minnesota Self Service Web site. Interface Time Entry is the input of time and leave information in a separate system by employees in an agency and then a single file is transmitted and fed into Mass Time Entry in SEMA4. An agency may have some departments using Mass Time Entry and others using Interface or Self Service.

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[Policy](#)

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Forms:

Employee's Biweekly Time Report

SF-00011 Request for Leave

Date: February 2011

Number PAY0016

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Biweekly Time Reporting By Employees

Policy

The primary responsibility for the proper documentation and control of hours worked and leave taken by state employees rests with each appointing authority designee.

In addition to reporting time and leave information, each agency should determine in their internal biweekly time reporting policy the extent of their use of labor distribution and to what extent individual employees will have responsibility for recording labor distribution information.

With certain exceptions, employees of the executive branch are required to report the number of hours worked each pay period. This can be accomplished by completing a paper time report, an agency-developed electronic form, or by completing time entry in Self Service.

TIP: For eligible employees, Military Leave is used in day-increments regardless of the number of hours involved.

Example: An employee works 4 hours and takes 4 hours military leave on a specific day. The employee would record MIL and 4 hours on the timesheet, which results in 1 of the 15 days of paid military leave being used.

For eligible employees, Floating and Alternate Holidays are used in day-increments regardless of the number of hours paid.

Example: An employee is eligible for 1 floating holiday per fiscal year. The employee's work schedule consists of 9 hour and 4 hour days during the pay period. Whether the employee records the floating holiday on the timesheet for a scheduled day of 9 hours or 4 hours, the results are the same, 1 day of paid floating holiday leave being used.

Agencies are encouraged to allow employees who are exempt from the Fair Labor Standards Act (defined as those employees working in an executive, administrative or professional capacity) to check a box on the timesheet indicating that the duties of the position have been performed sufficient to be compensated for 80 hours in the pay period, including any leave taken as indicated. Employees who submit these kinds of "exception" time reports must be full-time employees. (Agency-developed forms should include a box for this purpose.)

Non-exempt employees must record the number of hours worked and the number of hours of leave taken for each day.

- If using a paper report, the employee must accurately prepare the report for the period and sign the report. The employee's supervisor must review the report, ensure the accuracy, sign the report, and submit the original copy to the agency payroll office.
- If using an electronic time report, the employee must sign/approve the time report electronically. The supervisor must review the employee's report, ensure the accuracy, sign/approve the report electronically and submit the report to the agency payroll office.

- If using Self Service time entry, the employee must provide an electronic signature. The supervisor must review the employee's report, ensure the accuracy, and approve the time entry.

Mass Time Entry and/or Interface Time Entry

Both the Mass Time Entry and Interface Time Entry process require that the actual time and leave information be recorded and collected from each employee either in a paper or electronic format.

Electronic time reporting must include an acknowledgement by employee and supervisor that this is a true and accurate reflection of the time worked. If using an electronic time report, the agency must secure the report so that it can't be altered and so it is only available to the payroll office. The agency must also have the ability to determine that signatures belong to the employee and supervisor. Electronic time reports must be retained the same as paper time reports.

The agency shall retain the original copies of all time reports for the current fiscal year plus the three preceding fiscal years.

Self Service Time Entry

Self Service Time Entry allows each employee to record time and leave information on the Self Service Web site. Agency payroll staff must set up each employee for one of the three different types of self service entry: Time Only; Time & Lbr; Exception. See policy and procedure PAY0017, Self Service Time Entry, for more information.

You may also refer to the following topic(s):

Mass Time Entry

PAY0014 - Mass Time Entry - Operating Policy and Procedures

PAY0017 - Self Service Time Entry - Operating Policy and Procedures

Continue with your next task.

Biweekly Time Reporting By Employees

Procedure

Employee

Employees are responsible for recording and submitting an accurate and timely record of the hours worked and leave taken each pay period. The agency will determine what form that report will take (i.e., paper, electronic or Self Service).

1. Complete the Employee's Biweekly Time Report form, an agency-developed paper or electronic time report, or Self Service report each pay period. Record the following information in the following manner:

Employees **exempt** from the Fair Labor Standards Act (defined as those employees working in an executive, administrative or professional capacity):

- Agencies are encouraged to allow these employees to check a box on the timesheet each pay period which indicates that the employee has performed the duties of the position sufficient to be compensated for 80 hours in the pay period, including any recorded leave taken, or other information.

Non-exempt employees should record the following information for each day:

- Number of regular hours worked
- Number of leave hours taken (See Requesting and Reporting Personal Leave Operating Procedure - PAY0013.)
- Number of authorized overtime hours worked
- Number of shift differential/premium hours worked
- Other appropriate information
- Labor distribution (if applicable) as addressed in the agency's internal biweekly time reporting policy.

TIP: For eligible employees, Military Leave is used in day-increments regardless of the number of hours involved.

Example: An employee works 4 hours and takes 4 hours military leave on a specific day. The employee would record MIL and 4 hours on the timesheet, which results in 1 of the 15 days of paid military leave being used.

For eligible employees, Floating and Alternate Holidays are used in day-increments regardless of the number of hours paid.

Example: An employee is eligible for 1 floating holiday per fiscal year. The employee's work schedule consists of 9 hour and 4 hour days during the pay period. Whether the employee records the floating holiday on the timesheet for a scheduled day of 9 hours or 4 hours, the results are the same, 1 day of paid floating holiday leave being used.

2. Sign the time report and forward to the supervisor. If using the Self Service module, mark the record "complete," and sign/approve the form electronically.

Supervisor

3. Review the time report for accuracy. If hours are recorded for shift differential, premium pay, on call, call back, or overtime pay, check for eligibility and compliance with collective bargaining agreements and compensation plans.
4. Verify the accuracy of totals, correct any errors, and discuss any corrections with the employee. For Self Service records that require correction, the supervisor should ask the employee to make the correction, if possible. This allows the employee to mark the record complete, thereby stamping it with the employee's electronic signature.
5. For agencies that have employees enter labor distribution information, verify completion and accuracy of the information.
6. Verify that an approved request for leave has been submitted if the employee took any leave. Retain the request for leave until the leave is on the time report signed by supervisor and employee. Retain for a longer time at the agency's option.
7. Sign/approve the time report and forward the original to the agency payroll office. If using an electronic form, sign the form electronically. If using Self Service time entry, supervisors should validate and approve all records, and then be certain all departments are Ready to Load by viewing search results.

Agency Payroll Office

8. Enter information in SEMA4 as needed. (See Mass Time Entry - Procedure, PAY0014.)
 - For agencies using Self Service time entry, review the data loaded from the Self Service module. Enter additional earn codes and hours or amounts, if any. Validate, correct errors, and revalidate if necessary.
 - For agencies using Interface time entry, review the data loaded from the single file transmission. Enter additional earn codes and hours or amounts, if any. Validate, correct errors, and revalidate if necessary.
9. Retain all original time reports, whether paper or electronic, for the current fiscal year plus the three preceding fiscal years.

You may also refer to the following topic(s):

PAY0014 - Mass Time Entry - Operating Policy and Procedures

PAY0017 - Self Service Time Entry - Operating Policy and Procedures

PAY0018 - Labor Distribution - Operating Policy and Procedures

Mass Time Entry

Continue with your next task.