

6.8 TIME REPORTING

This policy establishes uniform time REPORTING requirements for all overtime exempt and non-exempt employees of this County, for compensation for time worked.

All employees shall meet the requirements of this policy upon employment with Austin County. The County shall be responsible for identifying the FLSA status of all positions, which will be approved by Commissioners Court. All non-exempt employees shall be compensated for hours spent in service of the County. Exempt employees are expected to work the hours required to perform the duties of their position.

TIME REPORTING RESPONSIBILITIES

Non-Exempt Employees

1. Time worked will be reported to the nearest quarter of an hour. Record 15-minute intervals in .25 increments (15 minutes = .25, 30 minutes = .5 and 45 minutes = .75)
2. Each employee shall be required to enter into the county's electronic time keeping system hours worked and benefit hours used.
3. The supervisor or their designee shall review for completeness and accuracy. If corrections are necessary, the employee shall be notified of the corrections.
4. In the event of an error in REPORTING time, immediately report the problem to the Elected Official or Department Head.

Exempt Employees

1. The requirement for an exempt employee to complete and submit detailed records for time worked is up to the discretion of that employee's Department Head and/or the members of Commissioner's Court.
2. Exempt/salaried employees are expected to be present at their work sites during their normally scheduled work hours.

Each Elected Official or Department Head is responsible for ensuring that all hours worked and leave time taken are reported accurately in the time keeping system.

Altering, falsifying, tampering with time records, or recording inaccurate time on a time record will result in disciplinary and/or legal action, up to and including termination of employment.

Failure to submit time records in a timely manner, in accordance with any due dates published by HR at the beginning of each fiscal year, may result in the delay of paychecks and/or inaccurate pay.

The time record is due by 8:30am on Monday of the payday week. It is the employee's responsibility to ensure the time record is filled out and submitted with the appropriate time. The Elected Official/Designee will need to review the employee's time record and approve the time. If an employee does not enter or submit any time they may not be paid in that payroll. Payroll does not know if an employee failed to submit any time.