

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: WORK HOURS - NON-EXEMPT

Policy Statement: Non-exempt employees must keep an accurate timesheet recording actual hours worked. Any overtime must be pre-authorized by their supervisor. Employees receiving extra pay for supplemental duties or activities and assignments outside of their regular duties may not use these work hours as part of their regular workday.

Refer to the Appendix for Timesheet Guidelines

Procedures: Full-time: Time sheets should be completed by hourly employees on a daily basis. Time sheets must show all hours worked, vacation time or sick time that were incurred for the week. Workweek for GCCC employees is Sunday through Saturday. Work hours recorded should be to the nearest quarter hour : 8:07 recorded as 8:00; 8:08 recorded as 8:15. Time sheets must be approved by the employee and supervisor. The accrual or use of comp time must be indicated in the notes section either at the end of each week or the end of the month. Employees must have supervisory approval to work more than 40 hours per week. In this case, the employee may elect, with their supervisor's approval, to receive comp time in lieu of overtime pay. Comp time is calculated at 1.5 hours for every hour worked over 40 per week. An employee may be allowed to work a flex schedule within any given workweek, with their supervisor's approval but may not carry time from one week to the next or average hours between workweeks. All full-time hourly employees must work a minimum of 37.0 hours per week, with the exception of certain departments that require a 40 hour work week. When vacation or sick leave is requested, it may only be granted in full or half-day increments. Hourly adjustment may be made during the payroll processing of time sheets. The reason for the request must be indicated on the leave request. Supervisors should review the hourly employee's time sheet for actual hours worked, leave used, and accurate calculation of time before the supervisor approves the time sheet.

Note: Actual work hours must be recorded to the nearest quarter hour, no exceptions. If an employee is required to work additional hours outside of normal workweek or is required to attend a college function, those hours need to be recorded. Time should not be recorded if employee attends a college function voluntarily or comes to work early or stays late to conduct personal business. In the case of inclement weather, if the college is open for business, employees are expected to be here. If an employee does not report to work, they may request a vacation day, personal day, or leave without pay. An employee in a leave without pay situation will not earn a vacation day for that month.

Timesheet Guidelines Part-time:

1. Timesheets should be completed by hourly employees on a daily basis.
2. Workweek for GCCC employees is Sunday through Saturday. Time should be recorded to

the nearest quarter hour: 8:07 recorded as 8:00; 8:08 recorded as 8:15. Part-time employees may submit their time sheets either online or in hard copy (only if access to software is not accessible). Hard copy timesheets must be legible and changes initialed by the employee. Blue or black ink should be used to record time. The Daily Total column must be completed.

3. Employees must have supervisor approval to work more than assigned number of hours per week. If hours are more than what is indicated on Employment Worksheet, a notation should be made on explanation line on bottom of the time sheet.

4. An employee may be allowed to work a flex schedule within any given workweek, with supervisor approval, but may not carry time from one week to the next or average hours between workweeks.

5. Supervisors should review hourly employee's timesheet for actual hours worked and accurate calculation of time before the supervisor approves the timesheet. The Employee's name, Date, Employee and Supervisor signature lines must be filled in before timesheet is submitted to the Payroll office.

Part-Time Assignments:

o Non-KPERS

Not to Exceed 12 hours/week

o KPERS

13 – 19 hours/week

o KPERS & TIAA-CREF

20 – 29 hours/week

o ANY PART-TIME POSITION

NEVER TO EXCEED 29 hours/week

Note: Actual work hours must be recorded, no exceptions. If an employee is required to work additional hours outside of normal workweek or is required to attend a college function, those hours need to be recorded on the timesheet. Time should not be recorded if employee attends a college function voluntarily or comes to work early or stays late to conduct personal business.

Contacts: Payroll Coordinator

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Policy History: 8/1/2013; 2/1/2020

Keywords: work hours, non-exempt, timesheet, overtime, comp time

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