

## **Time and Attendance Frequently Asked Questions**

Since we have introduced ADP Time Off and expanded access to Time and Attendance to the GCU community, we felt it would be beneficial to share some of the answers to your most frequently asked questions.

- 1. I am an Exempt employee, why do I approve a time card and why do I approve it before the end of the pay period?**
  - The early approval is required for exempt employees because payroll is processed prior to your pay date.
  - Since the period end and the pay date are the same for exempt employees, we ask that you approve your timecard 6 business days prior to period end.
  
- 2. Why am I approving a blank time card?**
  - Even though exempt employees do not record hours worked on a timecard, approving a timecard, even if blank, is telling us that you attest to no Time Off being taken in that pay period.
  - We are tracking exception time only ( vacation/sick/personal) for exempt employees (including sick time for faculty) – the absence of hours on the timecard does not mean that you did not work that pay period.
  
- 3. What if I take time after I have approved my timecard but before the end of the pay period?**
  - If you unexpectedly take time off for any reason after you have approved the time card, please submit a time off request through the system and once it is approved by your supervisor/Dean it will automatically adjust your available Time Off balances in the next pay period.
  
- 4. Will my timecard automatically populate with time off that I have requested through the system?**
  - Yes, any time off requested in advance through the system will populate on your timecard.
  
- 5. I am an exempt employee, do I need to enter hours worked on my Timecard?**
  - Exempt employees do not need to enter the hours they worked. The timecard is just for recording your Time Off taken (or not taken if blank) in a pay period.
  
- 6. I never needed to approve a timecard before, why is it required now?**
  - Georgian Court University is working to replace paper driven record keeping systems that will assist us in efficiency, federal and state compliance and accuracy.
  - This change will also serve to better protect the university and all employees if and when the Department of Labor makes an inquiry.
  - Faculty is included in timecard approval each pay period due to state mandated sick time and record keeping as required by the Department of Labor.

**7. Why is an exempt employee timecard approval time frame different than an hourly employee time period?**

- Hourly employees are paid in arrears to properly attest for the hours they worked and to correctly calculate overtime in the event that it is earned.
- Since we cannot predict whether an hourly person will work overtime or work a full pay period and the accuracy of their pay depends on that knowledge, we ask them to review and approve a timecard after the hours have been worked.
- Exempt employees are not hourly and do not receive overtime pay.
- Exempt employees pay period end date and pay date are the same, which means that in order to pay an exempt employee, we must ask employees to review and approve their pay period prior to the period end and pay date.

**8. I am very busy and I find it difficult to remember to approve my timecard, what resources are available to me to help me make this a habit?**

- There is a Time Card Approval Due date list that can be found on your ADP Homepage Under Forms. It is also available on the GCU Portal under the Human Resources area.
- You can add reminders to your Outlook Calendar or to your cell phone calendar to help you to remember to sign in and approve your timecard.
- If approvals are not completed, Payroll sends out a reminder on the scheduled approval day to approve your timecard and also to approve the timecard of your exempt direct reports and your hourly direct reports.

**9. I am a 9 or 10-month employee – do I need to approve my timecard when I'm not working over the summer?**

- If you are an employee who works less than 12 months there is no need to approve time cards when not officially working.
- However, if you have someone who reports to you that is a 12-month employee, you will need to approve that time card based on the approval schedule.

**10. I am an hourly employee - what should I do if I cannot access my computer to clock in?**

- If for any reason you cannot access your computer to clock in – please send your supervisor/Dean a note containing the time in and time out with the reason for the manual entry and they can input the data directly on your timecard.

**11. I am a faculty member – can you give me an example of when I would use sick time?**

- One example would be if you need to take time off during your work day for a medical/dental appointment.

We hope this helps answer some of your questions and we welcome any and all additional questions you may have. Please feel free to reach out to Payroll and Human Resources at any time.