

CALIFORNIA INSTITUTE OF TECHNOLOGY

STAFF PERSONNEL MEMORANDA

Subject: Employee Timekeeping	Memo No. 11-3 Pages: 3 Date: October 17, 2006
Approved by: Thomas W. Schmitt, Associate Vice President for Human Resources	

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1.0 Policy

It is Institute policy that employees who are on a bi-weekly payroll properly record their attendance and time. Non-exempt employees are to record when they start and end work, as well as meal periods and leaves.

2.0 Definitions

2.1 **Start Time**

The time an employee begins to perform work for the Institute on a given day.

2.2 **End Time**

The time an employee stops performing work for the Institute on a given day.

2.3 **Work Schedules**

A work schedule is the employee's established start and end times for daily work hours, which have been approved by the Department, Division, or Project Head.

2.4 **Meal Period**

2.4.1 An employee who works more than five (5) continuous hours in one day is entitled to a meal period of no fewer than 30 minutes and up to one hour that starts before the beginning of the sixth continuous work hour.

2.4.2 An employee whose work shift lasts longer than ten (10) hours in one day is entitled to a second meal period of at least 30 minutes.

2.4.3 An employee whose work shift lasts no longer than six (6) hours in one day may arrange with the manager to voluntarily waive the right to a meal period. If waived, the employee will not be compensated for the meal period.

2.5 On-Duty Meal Period

When the nature of work prevents an employee from being relieved of all duty during his/her meal period, the employee's supervisor may schedule a paid on-duty meal period within the eight-hour shift, subject to approval of the Compensation Unit in Human Resources. When Compensation's approval is granted and before a paid on-duty meal period occurs, the employee must sign an on-duty meal period written agreement indicating he/she agrees to work a paid on-duty meal period. The employee or Caltech may revoke that agreement at any time by providing a written notice of the decision to do so.

2.6 Grace Period

A grace period is a period of time, 12 minutes, considered "flex time," on either side of the scheduled start and end times of a shift. An employee arriving up to 12 minutes early or leaving up to 12 minutes after the shift is scheduled to end will be considered to have started work on the employee's scheduled Start Time and to have ended work on the scheduled End Time.

2.7 Rounding

Reported time is rounded to the nearest one-tenth of an hour (6 minutes). Start Time and End Time outside of the grace period will be rounded to the nearest one-tenth of an hour (6 minutes).

2.8 Payroll Activity Monitor (PAM)

A Payroll Activity Monitor is an employee who is responsible for reviewing and assuring that exempt and non-exempt Time and Leave Reports are accurate for employees in his/her assigned area.

2.9 Timecard Approver/Manager

A Timecard Approver/Manager is an individual who is responsible for verifying and approving each assigned employee's Time and Leave Report in the Kronos online system at the end of each pay period. This role may be performed by a non-management employee.

3.0 Procedures

3.1 Recording Time Using a Time Clock

Any non-exempt employee may swipe the Caltech ID card at any electronic time clock located throughout the campus to record Start Time and End Time of the employee's work day and the employee's meal period. The time clock will capture the time the swipe occurred and record it on the employee's electronic Time and Leave Report.

3.2 Recording Time and Leave Using a Computer Terminal

Any employee with access to a computer may use the terminal to log onto the web-based Kronos time and leave system and record his/her Start Time, End Time, meal periods and/or leave for each day in the pay cycle.

3.2.1 Exempt Employee

Each exempt employee is to record exceptions to his or her regularly scheduled days of work for each pay period by using the web-based Kronos time and leave system.

3.2.2 Non-exempt Employee

Each non-exempt employee who does not record Start Time, End Time, meal period and/or leave by using a time clock may do so by using the web-based Kronos time and leave system for each day in a pay period.

3.3 Recording Time and Leave Using a Form

An employee with access to a computer may print a Time and Leave Report form from the Human Resources web site and use that printed form to report work time and attendance information to his/her supervisor or timecard approver.

3.3.1 Exempt Employee

Each exempt employee is to record any exceptions to his/her regularly scheduled work days for each pay period on the paper form.

3.3.2 Non-exempt Employee

Each non-exempt employee must record the Start Time, End Time, and meal periods and/or leaves for each work day in a pay period on the paper form.

3.4 Approvals Required

An employee must secure the Timecard Approver/Manager's approval of his/her Time and Leave Report for each pay period. In addition, each Time and Leave Report must be reviewed and signed off by the PAM in the employee's organization.

3.5 Accuracy and Authenticity of Time and Attendance Reporting

It is the responsibility of each employee to report his/her time worked, meal periods, and/or leaves accurately and completely for each pay period. Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including immediate termination. Timecard Approver/Managers and PAMs are responsible for ensuring that the work and leave time report accurately reflects each employee's activity for each pay period. PAMs are responsible for notifying Human Resources of any work schedule changes for employees in their assigned areas.

4. Exceptions

Exceptions to the Employee Timekeeping Policy must be approved by the chief human resources officer or designee.