

Accurate Recording of Working and Leave Hours

The complete and accurate recording of actual working and leave hours is not only a University policy, but more importantly a federal law titled the Fair Labor Standards Act.

Regulation: Fair Labor Standards Act (FLSA)

Covered Employees: **1) University Staff Employees – “Student” and “non-student”** employees; whose jobs are designated as “Non- Exempt” (*not exempt from the obligations and requirements for the accurate recording of working time, right to a minimum wage and overtime pay provisions of the FLSA.*)

2) Faculty and Staff Supervisors – Any employee who directly supervises other employees whose jobs, by virtue of the work they are performing, are designated as “Non-Exempt.”

Daily Recordkeeping Requirements for Non-exempt Staff Work Time

Nonexempt employees are required by the FLSA to maintain accurate daily records of work time. Nonexempt employees must record actual hours worked as well as paid and unpaid absences. Time records, whether electronic (Kronos) or paper (only when Kronos isn’t an option) must reflect actual starting and stopping times of work as opposed to established work schedule. For example, if the work schedule is 7:45am to 4:45pm, but the employee worked 8:00am to 11:30am and from 12:00pm to 6:00pm, then these actual hours worked must be recorded.

Supervisors have the direct responsibility and obligation to assure that all working hours and leave hours for non-exempt (University Staff) employees are properly accounted for and recorded on the approved time keeping system(s). Fulfilling this responsibility protects the legal rights of University Staff employees and facilitates the compliance obligations of the University.

No Exceptions Permitted

As this is a federal law requirement, no exception can be granted regarding this obligation. The following link provides additional Department of Labor information regarding this requirement:

[Fact Sheet #21: Recordkeeping Requirements under the Fair Labor Standards Act \(FLSA\)](#)

Questions or comments regarding this “**Good to Know!**” bulletin can be directed to your Human Resources Compensation Management team:

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