08.210  Time Keeping and Administration of Leave Programs for SPA and EPA Employees

Authority:  Chancellor

History:  Revised December 2012; Revised and Reformatted, January 1, 2007

Source of Authority:  UNC Policy 300.3.1[R]

Related Links:  Office of State Personnel Manual

Responsible Office:  Human Resources

I. Purpose

To provide uniform and consistent standards for time keeping, administration of leave programs, and payment of extra time.

II. Scope

Applies to all EPA and SPA employees holding permanent, probationary, trainee, and time-limited appointments.  Permanent and Temporary Faculty and Temporary EPA and SPA are not covered under this policy.

III. Policy

Both EPA and SPA employees covered under this policy are required to record vacation, bonus, sick, community service, and other time-off categories on university approved forms.  SPA wage hour subject employees are required to record daily hours worked in order to comply with the federal Fair Labor Standards Act (FLSA).  Wage-hour exempt employees who track comp time are also required to keep a daily record of hours worked on the form specified.

More specific information on leave and timekeeping is provided in the following policies:

08.211 Overtime and Compensatory Time
08.212 Vacation Leave
08.213 Sick Leave
08.214 Community Service Leave
08.215 Holidays
08.216 Other Time-Keeping Categories
08.217 Bonus Leave
08.218 Military Leave
08.220 Voluntary Shared Leave Program
08.225 Family Medical Leave Act
V. Procedures

The following provide guidance on managing time and leave keeping.

A. Payment for Extra Time
If payment will be made for extra time (such as overtime, holiday premium, shift premium), submit form HR 08.210 to the Payroll Office by published monthly deadlines. Only SPA and EPA wage/hour subject employees may be paid for overtime. SPA and EPA exempt employees may not be paid for overtime. Both SPA wage/hour subject and EPA wage/hour subject employees may receive holiday premium pay; EPA employees may not.

B. Leave without Pay or Separation from the University
When EPA or SPA employees separate from the university or go on extended leave without pay (two weeks or longer), forward a copy of the time sheet or leave record (as applicable) to Human Resources. Advanced notice to Human Resources may be required to prevent overpayment of salary.

C. Leave Balances in Banner HR
Departments are required to enter leave taken (vacation, sick, bonus, and community service) in Banner by the 15th of the following month. (Example: Leave taken in January must be entered in Banner by February 15.) Banner accrues leave during the end of month payroll cycle and displays leave balances on pay stubs reflecting the current month’s accrual and leave taken through the end of the prior month.

D. Fiscal-Year End Leave Balances
All leave taken through June of the current year must be entered in Banner HR by July 15 in order for the fiscal year-end leave liability report to be generated.

E. Calendar Year-End Audit
Each January, Human Resources provides an audit questionnaire to departments for a self-audit and certification that paper leave balances are in agreement with electronic records in Banner. Leave records are subject to audit at any time by Human Resources, Internal Audit, State Auditors, or U.S. Department of Labor.

F. Records Maintenance
Timekeeping records must be maintained in the department for the current year plus four past years. When an employee separates from the University or moves to a non leave earning status, the original of the final signed timesheet must be sent to Human Resources so that appropriate leave payout made be made. A copy should be maintained in department records.