



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

Authority: Chancellor

History: Revised and Reformatted, January 1, 2007 ; supersedes former Policy No. HR2.10

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 the forms specified in this policy. SPA wage hour subject employees are required to record daily hours worked on the forms specified in Section IV of this policy 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
08.226	Family Illness Leave
08.230	Flexible Work Schedules

IV. Use of Appropriate Forms

Form Number	Appropriate use of Form	How to obtain Form
HR 08.210 - Time Sheet	SPA and EPA wage/hour subject employees are required to use this form to record hours worked and leave taken/earned. Exempt employees who track compensatory time must also use HR 2.10 to record hours worked.	Login to U-Business and order forms from the Printing Services Catalogue.
HR 08.210A Vacation/Sick Leave Record	EPA and SPA wage/hour exempt employees have the option of using form HR 08.210A instead of form HR 08.210 to record vacation and sick leave, unless any of the following apply: <ul style="list-style-type: none"> - Their department or senior management requires all employees use HR 08.210. - Compensatory time is being tracked. - There is time to be paid (such as holiday premium or university closing premium pay.) 	Login to U-Business and order forms from the Printing Services Catalogue.
HR 08.210B Compensatory Time Worksheet	EPA and SPA wage hour subject or exempt employees carrying comp time beyond the month following the date it was earned may use form HR 08.210B to track compensatory time. Senior management may require the use of this additional form. See Comp Time policy 08.215 for rules governing accrual and use of comp time.	This form is available on the Human Resources webpage at: http://www.uncw.edu/hr/documents/SPAComptimeworksheet%20HR210B2.pdf
HR 08.210L Leave Request	This form is generally used to request time-off for any leave category. It may be required by senior management, or senior management may require a comparable leave request process. Form HR 08.210L is required for the use of donated leave. See Voluntary Shared Leave policy 08.220	Login to U-Business and order forms from the Printing Services Catalogue.

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 (usually 3:00pm the first workday of the month following time worked.)

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 December must be entered in Banner by January 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.