

## ROLLINS SCHOOL OF PUBLIC HEALTH

### TIMEKEEPING REQUIREMENTS FOR SUPERVISORS OF BI-WEEKLY STAFF

- **Supervisors of bi-weekly paid employees can view and approve timecards, timecard adjustments and leave requests online via the Emory Timecard Adjustments System (<https://apps.hr.emory.edu/timecard/>).** It is your responsibility to review this information each week.
- **Bi-weekly paid employees are required to accurately record the actual times they work, or any other non-worked, paid time (vacation, sick leave, floating holidays, jury duty, and bereavement).** As the employee's supervisor it is your responsibility to ensure they are doing this accurately. If you have any questions related to timekeeping guidelines or processes, please contact your departmental representative in RSPH Human Resources.
- **The timekeeping system pays bi-weekly employees by rounding their clocked hours to the nearest quarter hour.** For instance, an employee may clock in from 7:53am to 8:07am and the system will record the time as 8:00am for pay purposes. This does not mean that an employee who is scheduled to start work at 8:00am has the latitude to routinely clock in after 8:00am every morning.
- **When a bi-weekly paid employee has a clocking error, he/she must correct the error by using the Emory Timecard Adjustments System prior to the end of the pay period.** Once the employee initiates an adjustment, you will receive a system-generated email alerting you to a pending item. You must review and approve any timecard changes via the timecard adjustment system before the end of the pay period (Saturday at midnight). If you regularly receive these emails, then your employee is regularly having clocking errors and you need to address the issue with the employee as quickly as possible to prevent further occurrences or disciplinary action.
- **If a bi-weekly paid employee does not record or update all of his/her paid time prior to the close of a pay period, the employee must email the required information to [RSPHHR@emory.edu](mailto:RSPHHR@emory.edu) and copy the supervisor, and once the supervisor confirms, RSPH Human Resources will submit a pay request for the following pay period, when appropriate.**
- **If there is a discrepancy between the hours an employee recorded, and the hours you understand or have observed they are to work, you need to discuss the discrepancy with the employee as soon as possible after the discrepancy occurs.** Please contact your RSPH Human Resources Representative as quickly as possible and make her aware of the issue so it can be quickly and appropriately resolved.
- **In an effort to ensure that Rollins School of Public Health biweekly employees are recording accurate hours, RSPH Human Resources receives an audit report regarding shifts greater than 10 hours, and overtime of 5 or more hours per week.** If you are the supervisor of a bi-weekly paid employee or student who falls into one of these categories, you will receive a request from RSPH HR to verify the hours worked were authorized. Please reply to these messages with your confirmation of time worked.

*Thank you for helping us ensure that employees are paid in an accurate and timely manner!*