UAM OPERATING PROCEDURE 305.1

TIME RECORDS

Time Records for Regular Full-Time Employees

All regular full-time University employees are required to submit weekly time electronically for the purpose of recording hours worked and leave taken (vacation, sick leave, etc.). It is the responsibility of the administrative supervisor to review and approve time records for all employees under their supervision.

Time Records for Extra-Help Employees

Extra-help employees are required to submit an electronic time record at the end of each week. Time records for the first pay period of the month (1st through 15th) must be submitted electronically by noon on the first work day following the 15th. Time records for the last pay period of the month (16th through end of month) must be submitted by noon on the first work day of the following month. Time records for extra-help employees must be submitted before payroll checks can be processed. If an extra-help time record is not submitted and approved by the deadline, the payroll check may not be processed until the next pay period.

Any person hired in an extra help position must meet the minimum qualifications and any other requirements specified in the official job description for the position. Extra help employees of state agencies shall not exceed 1,500 hours per fiscal year. Payroll will utilize Workday report RPT-Hourly Employee Fiscal YTD Hours Worked after each pay period to monitor employee hours subject to A.C.A. § 21-5-224.

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