

Instructions for Departmental Timesheet Review

Recommendations to assist in your review:

If using hard copies, print this as a two sided document so that you have the instructions on the back of each employee's review for easy reference. Review the timesheet for the attached review.

It is suggested that you have an individual familiar with timekeeping issues do your review. Large organizations who have several units with Timekeepers may want to have Timekeepers from one unit review another (If so, the individual doing the review will need a hardcopy of the Banner PHATIME screens needed for this review). Whomever you select should also have taken either the Accurate Timekeeping for Managers or the Accurate Timekeeping for Timekeepers online class offered through [Learning Central](#) first. The person should have also read through the [Department Time Entry Guide](#).

It is suggested that you review at least 8.6% of your staff's timesheets on a monthly basis. You should keep a running total of the issues found during each review so that you can measure improvements since implementing the review. Conducting periodic reviews will ensure your staff are being paid appropriately and will serve as an opportunity for Timekeepers and Managers to pro-actively make corrections. Measure your results on a yearly basis by using the Timesheet Review Tracking Sheet. Are you seeing improvements?

Below are follow-up instructions to the questions you answer:

Section 1: Ensure both the employee and manager have signed off on the timesheet.

Section 2: All adjustments should be signed or initialed.

Section 3: An employee should not be paid time-and-a-half for over 40 hours in the week if the employee took sick and/or annual leave and that leave is what took the employee over 40 hours. If this is what occurred, a [Payroll Time Entry Adjustment Form](#) would need to be completed and submitted to Payroll.

If the employee worked over 40 hours in the week, the employee should be paid time-and- half for the time worked over 40 hours. If the employee wasn't paid time-and-a-half you should complete a [Payroll Time Entry Adjustment Form](#).

Section 4: If between holiday time and time worked, the employee's hours reached over 40 hours during the week, the employee should be paid time-and-a-half for the time paid over 40 hours. If the employee wasn't paid time-and-a-half, you should complete a [Payroll Time Entry Adjustment Form](#).

Section 5: Per the Fair Labor Standards Act (FLSA), public employers may pay compensatory time in lieu of overtime but both parties must agree in advance and the agreement must be in writing.

Section 6: If the employee is part-time but appears to be working full-time hours on a consistent basis, the department should consider whether the person's appointment percentage should be changed.

Section 7: Per the Agreement between CWA and UNM, if an employee with a title covered in the CWA Bargaining Unit works over ten consecutive hours in a day, the employee must be paid at a rate of time-and-a-half for the hours worked over 10 hours. If the employee wasn't paid time-and-a-half, you should complete a [Payroll Time Entry Adjustment Form](#).

Section 8: An employee should be receiving shift differential 2 if the individual works at least half their hours between 4:30 pm and midnight and differential 3 if the individual works at least half their hours between midnight and 8:00 am. The rates vary if the employee is non-exempt and not covered by a union or if the employee is covered under the CWA, US-UNM, or POA Agreement. (*CWA refers to an employee working at least 4 hours in the shift*). Please see the [Agreements](#) for additional information on employees with a bargaining unit title.

Section 9: If the time that is entered in Banner differs from the time entered on the timesheet and the information in Banner is correct, the timesheet should be corrected and initialed by the employee and the supervisor (if different than the approver). Approvers should have a copy of the timesheet to compare to when approving on Banner. If the information entered was incorrect, you should complete a [Payroll Time Entry Adjustment Form](#).

Section 10: Are there potential absence issues? If so, speak to the supervisor. Leave policies or an accommodation may be relevant. Otherwise, Management may have to address this as an attendance issue.

If you find repeat issues from one area, recommend that the supervisor take the Accurate Timekeeping for Managers/Supervisors online class offered through [Learning Central](#).

Checklist for Departmental Timesheet Review

Department: _____ Person conducting Review: _____

Date: _____

Employee Name: _____ UNMID: _____

1. Is the timesheet signed by the employee and supervisor? Y N
2. Are changes on the timesheet initialed by the employee or is a signed time adjustment sheet attached to the timesheet? Y N
3. Did employee work over 40 hours in the week? Y N (Review Timesheet)
 - A. If so did employee take annual leave or sick leave during the week? Y N
 1. If yes and the annual or sick leave is what took the employee over 40 hours, was the employee paid at a straight time rate for those hours over 40? Y N
 2. If no, was employee paid at the rate of time-and-a-half for hours worked over 40 hours in a week or given compensatory time ([See Policy 3310 section 2.2 regarding how to convert compensatory time to hours](#))? Y N
4. If the employee received holiday time during the week, and the hours for the week were over 40 hours (no annual leave or sick leave taken during the week), did the employee receive overtime at a rate of time-and-a-half or compensatory time ([See Policy 3310 section 2.2 regarding how to convert compensatory time to hours](#))? (Review Timesheet) Y N
5. If the employee was given compensatory time, do you have record of the written agreement (made in advance) between the supervisor and the employee to use compensatory time in lieu of overtime pay? Y N (Review Timesheet and Department file for employee)
6. If the employee is part-time, did the employee work at his/her appointment percentage or close to that amount each week during the pay period? Y N (Review Timesheet and Banner-NBAJOBS)
7. If the employee is covered under the [CWA Collective Bargaining Agreement \(CBA\)](#) and the employee worked over 10 consecutive hours in a day was the employee paid time-and-a-half for the hours beyond 10 regardless of whether the employee worked 40 hours during the week? Y N (Review Timesheet)
8. Check the employee's work hours. Is the employee working at least half their hours between 4:30 pm and midnight or at least half their hours between midnight and 8:00 am? (More than 4 hours in the shift for CWA) Y N (Review Timesheet)
 - A. If so, is the employee receiving shift differential? Y N
 - B. If the person is covered under a CBA, is the employee receiving the proper rate of pay per the Agreement ([CWA](#), [US-UNM](#), [POA](#))? Y N
9. Access the Banner PHATIME Screens for each employee, which can be accessed via [myunm.edu](#). Does the time on the timesheet accurately reflect the time that was input into Banner? Y N (Compare Timesheet & Report)
 - A. If not, was either the timesheet updated and the employee signed off on the changes or is there record of an Payroll Adjustment Form completed after the fact that has the employee's and manager's signature? Y N
10. Do the employee's absences seem excessive (and there is no known [Family Medical Leave](#) or [accommodation form](#) on file) or is there a pattern of Monday/Friday absences or absences after a holiday? Y N
 - A. If so, speak with the supervisor to verify if he/she has spoken to the employee about FML and dependent on the reason for the absences, possibly accommodations for a disability. Y N
 - B. If the supervisor has spoken to the employee and the employee has not submitted any paperwork or these programs are not applicable, has the supervisor counseled the employee or is the employee on [disciplinary action](#)? Y N

*Please contact [your HR Consultant](#) regarding discipline or questions on FML or accommodations.