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Administrative Policies and Procedures Manual - Policy 2610: Time and Leave Reporting

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Revised: 03-21-1997, 07-01-2004, 09-05-2006, 01-01-2008, 01-01-2012, 12-12-2016, 09-30-2017

Authorized by [RPM 6.3 \("Privileges and Benefits"\)](#)

Process Owner: University Controller

1. Purpose

The purpose of this policy is to outline the expectations and responsibilities of electronically recording time worked and reporting leave taken by employees in order to be paid timely and accurately.

2. Applicability

This policy applies to all University employees.

3. Exclusions

None.

4. Definitions

Nonexempt Employees – employees covered by the Fair Labor Standards Act (FLSA) and are subject to overtime rules for any hours worked over 40 in a workweek. These classifications are determined based on job duties and compensation, in accordance with FLSA guidelines.

Exempt Employees - employees who are exempt from the overtime provisions of the FLSA. They are typically paid on a salary basis and do not receive overtime pay for hours worked beyond 40 in a workweek.

Timecard – An electronic recording and grouping of hours worked and leave taken by the pre-defined period of time as published in the calendar year.

Clock In/Clock Out – time worked reported by non-exempt employees in the University’s electronic timekeeping system. Clock in and clock out times are electronically rounded to the nearest tenth of an hour.

UNM Time Worked and Leave Taken Reporting Matrix (“[Matrix](#)”) - provides guidance and expectations for how time worked and leave taken must be reported by each employee group.

UNM Pay Schedule – a calendar year schedule of all pay periods, pay period deadlines, and pay dates, published annually by the University Payroll Department.

5. Non-Exempt Employee Reporting Requirements

5.1 Reporting Time Worked and Leave Taken

Non-exempt employees must use the University’s electronic timekeeping system to record all time worked and leave taken. In accordance with department leadership requirements, employees may access the University’s electronic time reporting system using physical timeclocks, desktop/laptop applications, or mobile application.

5.2 Employee Responsibilities

Non-Exempt employees are responsible for accurately reporting time worked and leave taken and then submitting their Timecard by the published pay period deadline.

6. Exempt Employee Reporting Requirements

Exempt employees do not report time worked in the University’s electronic timekeeping system.

6.1 Reporting Leave Taken

Exempt employees must report their leave taken in accordance with department requirements and procedures.

6.2 Employee Responsibilities

Exempt employees are responsible for accurately reporting any leave taken prior to the published pay period deadline. Refer to the [Matrix](#) for reporting requirements by employee type.

7. Supervisor Responsibilities

Supervisors and/or designees of department leadership must review employees’ time worked and/or leave taken for accuracy. Supervisors must work with employees to correct any errors, and electronically approve the Timecard and/or leave report by the published pay period deadline.

If employee time reporting corrections are needed after the published pay period deadline has passed, the Department must submit a Payroll Adjustment Form.

8. Confirming Employee Job Record Information

Employees, supervisors, and departments are responsible for ensuring information in the University's Enterprise Resource Planning system and/or the electronic timekeeping system is correct. Employees should notify the applicable employment area of the correction needed as soon as possible to ensure the employee is paid timely and accurately.

9. Record Keeping Requirements

All physical and electronic records documenting each employee's time worked and/or leave submitted for payroll processing before November 29, 2025, must be maintained by Departments for four (4) years or in accordance with grant requirements, whichever is greater.

Departments must follow the same record keeping requirements for any records that are not entered into the electronic timekeeping system on or after November 29, 2025. Refer to the [Matrix](#) for reporting requirements by employee type.

Time worked and leave taken that is recorded in the electronic timekeeping system on or after November 29, 2025, will be stored electronically in that application. Departments are not required to maintain this documentation.

10. Segregation of Duties

Employees may not approve their own time worked or leave taken. Departments that do not use the electronic timekeeping system are responsible for ensuring a proper segregation of duties.

11. References

[UAP 3200 \("Employee Classification"\)](#)

[UAP 3300 \("Paid Time"\)](#)

[UAP 3305 \("Overtime"\)](#)

[UAP 3310 \("Compensatory Time"\)](#)

[UAP 3400 \("Annual Leave"\)](#)

[UAP 3405 \("Holidays"\)](#)

[UAP 3410 \("Sick Leave"\)](#)

[Payroll Adjustment Form](#)

[UNM Pay Schedule](#)

[UNM Time Worked and Leave Taken Reporting Matrix](#)

[Fair Labor Standards Act \(FLSA\)](#)