



**MIDWESTERN**  
STATE UNIVERSITY™

# Timekeeping Overview

June 2017



## **Why are we still doing this if the FLSA ruling is on hold?**

- The timekeeping system was always separate from the FLSA ruling which would have added approximately 150 employee to the non-exempt status
- We currently have approximately 750 employees that are under the FLSA guidelines which we are required to track hours worked on. That includes the non-exempt and hourly employees
- It was determined several years ago that a timekeeping system was needed and the implementation just happened to fall at the same time as the FLSA guideline change

# Current Timekeeping

- Non-exempt workers enter time worked as hours (or partial hours) into Banner system on computer
- Entry can be daily, although most employees complete when timesheets are due
- Supervisors approve timesheets electronically
- Requires worker/supervisor to understand federal overtime, state overtime and leave guidelines

# Current Timekeeping Issues

- Payroll constantly has to follow-up on employees who have not submitted their timesheets or with supervisors who have not approved promptly (approx. 100 per month)
- Payroll has to review timesheets and correct improperly reported federal or state overtime and leave hours
- Employees have expressed dissatisfaction that some employees are falsifying time worked (showing up late, taking longer lunches, etc.)
- Supervisors cannot always monitor employees at all times to verify staff arrival and departure times
- Employees who do not have a desk are required to track or remember their hours worked/missed, jot down on paper, etc.



# New Timekeeping System

- Can access “clocking in and out” via mobile phone, biometric or card swipe at stations, or log-on computer
- Will automatically feed to Banner payroll system
- Supervisor approves online
- Will automatically calculate federal or state overtime and holiday pay

# Benefits to Employees

- Employees will no longer be required determine federal and state overtime/leave rules, how many hours they worked, etc. - all done automatically
- Employees don't need access to a computer
- Employee can easily see hours they have worked in the system
- Guarantees accuracy of accounting for time worked
- Morale booster for conscientious employees

# Benefits to Supervisor

- No more hassle with getting employee timesheets completed
- Allows for monitoring of time worked without physical contact
- Supervisor also not required to remember federal or state overtime, or leave rules
- Accuracy of hours worked is improved
- Supervisors will know if employees have shown up for their assignments

# Where Are We Now?

- Configuring System
- Entering employee information
- Determining what is required for our processes
- Clock locations have been determined – Waiting on installation
- Determining who will be the test groups
- Setting up schedules



# A Little About The System

- Employees will still need to know “M” number
- Biometrics will not store fingerprints (converts to number).  
Verifies who you are
- Employees will be able to request time off remotely, but not clock-in and out
- Height of clocks is determined by ADA guidelines

# Next Steps

- Install clocks throughout the summer
- Train managers and employees
- Determine order of implementation of the departments
- Implement in full by fall semester

QUESTIONS?