

**Manhattan Area Technical College
Policy and Procedure Manual**

Policy No. 7.5.2

Title: Timecard Policy and Procedures	
Originated by: Vice President of Business Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: August 2011	Revised on:

Policy Statement: Effective 7/1/10 electronic timecards must be completed by all classified and hourly personnel. Full time employees or employees on contract are still required to document absences using the Employee Absence Report.

Rationale: This policy will reduce redundancy and related administrative costs associated with printing, completing, processing and storing timecards.

Procedure: Full time and contract employees should request leave and receive approval by the employee's supervisor in advance except in the cases of illness or emergency.

1. The approved Employee Absence Report must be submitted to Human Resources prior to the absence or immediately upon returning to work in the case of illness or emergency (refer to leave policy).
2. Non-exempt employees must receive approval by the employee's immediate supervisor prior to working overtime. Over time is defined as working more than 40 hours per week. Paid leave such as sick time, vacation time or paid holidays are not considered hours worked. Over time will be compensated at time and a half the standard hourly rate.

The request shall be made by completing a Request for Overtime Approval form, Section A, which must be signed by both employee and supervisor prior to working overtime. The employee will complete Section B of the request form for all hours over 40 per week actually worked. Both employee and supervisor must sign Section B certifying the hours worked and authorizing payment. Submit the completed request to the payroll/business office for processing.

In lieu of payment for approved overtime hours, compensatory time may be granted for hours worked in excess of 40 hours per week provided prior arrangements are made. All compensatory time must be approved by the immediate supervisor.

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Compensatory time will accrue at one and a half hours for each hour of over time worked if not used in the same week. Employees should make every attempt to use comp time in the week that it was earned. If the employee is requesting compensatory time in lieu of cash payment, Section C of the Request for Overtime Approval form must be completed. Maximum accrual of compensatory time is 80 hours.