

Timekeeping Policies

Falsification of time sheet by supervisor or employee will be subject to discipline up to and including discharge.

All time must be recorded, and must be charged to the funding source for which the work was performed.

Rule	Biweekly Regular Time Sheet	Temporary Time Sheet
Comp Time	There is no such thing as comp (compensatory) time. All hours worked must be recorded and paid To accommodate hours outside your normal schedule, change your schedule during the week but do not go over 40 hours	There is no such thing as comp (compensatory) time. All hours worked must be recorded and paid To accommodate hours outside your normal schedule, change your schedule during the week.
Flex Time	Adjust employee schedules to accommodate individual needs provided that the department's needs are met. Throughout the year.	N/A
Sick Time	For absence due to personal illness or for visits to certified caregivers. Use the code SCK (Sick Time).	Temporary employees do not accrue sick time.
Sick Family Leave	5 working days in a calendar year. To care for a close relative (child, parent, legal guardian, spouse, or NU registered domestic partner) that is ill. Use the code SKF (Sick Family Leave).	N/A
Funeral Time	Indicate in the Notes section of the time sheet your relationship to the deceased. 3 days for immediate family (parent, spouse, child). 1 day for grandparent, grandchild, child-in-law, parent-in-law, sibling-in-law.	N/A
Jury Duty	Indicate on the Notes section of the time sheet what type of jury duty. Employees may keep any money earned while serving on a jury, except while serving on a Grand Jury for which the employee's NU salary is prorated.	N/A
Holiday Hours Paid	The employee is paid one tenth of their position's biweekly standard hours for the holiday, calculated as the pay of the scheduled biweekly hours divided by 10. If you holiday accrual is less than your scheduled hours, vacation, personal time, or EXA must be used to make up the difference.	Not eligible to receive holiday pay.
In Order to Be Paid for the Holiday	To be paid for a university scheduled holiday, employees must be in paid status for at least 50% of the pay period in which the holiday fall, excluding the scheduled holiday itself.	Not eligible to receive holiday pay.
Leave of Absence	When on a LOA, employee does not complete a time sheet. Not eligible for holiday Does not accrue vacation, personal floating holiday or sick while on leave.	N/A
Holiday While on LOA	While on leave of absence (LOA) employee is not eligible for holiday pay. Return from leave (RFL) is the first day worked. If holiday falls prior to return from leave, employee not eligible to be paid for holiday.	N/A
Working on Holiday	If employee works on a holiday, employee has choice of: 1) Being paid double time and ½ or 2) Being paid premium overtime hours time for the holiday and taking another day off within 30 days.	N/A
Vacation Banking	Employee receives accrued vacation on the first pay period following their anniversary at the rates detailed in the <i>Staff Handbook</i> . Calculation of vacation accrual can be found in the <i>Staff Handbook</i> .	N/A
Overtime	Hours worked beyond 40 per week are paid at time & 1/2. University holidays are considered time worked when calculating overtime.	Hours worked beyond 40 per week are paid at time and ½.
Overtime Charged to a Grant	Overtime charges to a grant account are allowable if the employee is funded 100% from that same grant, for work performed on the grant.	N/A
Personal Floating Holiday	After 6 months of employment. January 1, April 1, and July 1. 3 Hour Rule abolished.	Temporary employees do not accrue personal floating holidays.

Rule	Biweekly Regular Time Sheet	Temporary Time Sheet
If No Accruals Available	If time (sick, personal floating, vacation) has been taken and there is no accrual balance available, the employee will mark the hours as UXA (unexcused absence) and the employee will not be paid for those hours.	N/A
EXA	EXA (excused absence) is unpaid. If an employee indicates unpaid time on their timesheet as EXA and the supervisor approves this, the employee can not be disciplined because the supervisor has excused their absence.	N/A
UXA	Unexcused absence is unpaid.	N/A
Workers Compensation	The first 3 days of absence should be marked as WRK. First 21 hours for 7 hour day. First 22 ½ hours for 7.5 hour day. First 24 hours for 8 hour day. Contact Risk Management.	N/A
Disability	After 3 days, time should be marked as DIS. When on DIS (disability) the employee continues to be paid, but not through Northwestern University. Contact the Office of Risk Management.	N/A
Tardiness	Tardiness (arriving at work late in the morning, returning from lunch late) is marked as UXA (unexcused absence).	N/A
Hours	Hours may be indicated in hundredths or tenths increments.	Hours may be indicated in hundredths or tenths increments.
6-Minute Increments	When reporting tardiness, use 1/10 of an hour (6-minute increments).	Time worked should not be indicated on the time sheet until the employee actually begins working. When reporting time worked, use 1/10 of an hour (6-minute increments).
Approvals	The designated supervisor must approve the time sheet. A co-worker may not approve the time sheet. The employee may not approve their own time sheet. The supervisor attests that the employee has worked the hours that are listed on the time sheet.	The designated supervisor must approve the time sheet. A co-worker may not approve the time sheet. The employee may not approve their own time sheet. The supervisor attests that the employee has worked the hours that are listed on the time sheet.
Time Clocks/Badge Readers	An employee that "punches in" for another employee is subject to discipline, up to and including discharge.	An employee that "punches in" for another employee is subject to discipline, up to and including discharge.

Full descriptions of these policies can be found in the Northwestern University *Staff Handbook*.