

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-6591.1

FOR POLICY NUMBER: N/A

ELECTRONIC SUBMITTAL AND APPROVAL OF EMPLOYEE PAY, TIME, AND LEAVE FORMS

1. PROCEDURE SUMMARY STATEMENT

To establish guidelines for accurate and timely submittal and approval of electronic employee forms located on MyNortheast.

2. DEFINITIONS

- 2.1 Electronic Employee Forms – available to Northeast employees on MyNortheast for timesheets, leave reports, and Electronic Personnel Action Forms (EPAFs)
- 2.2 Electronic Timesheet – an on-line form completed by hourly paid employees documenting all hours for which they worked or took leave time and are requesting payment in a pay period.
- 2.3 Leave Report – an on-line form completed by full-time monthly paid employees documenting all leave time taken in a single calendar month.
- 2.4 EPAF – an on-line **E**lectronic **P**ersonnel **A**ction **F**orm used to create or update employee records in Banner to ensure the employee is paid accurately and in a timely manner. EPAFs can be used to process records for new hires, student employment, adjunct teaching assignments, overload teaching assignments, job changes, stipends, terminations, additional assignments, etc.
- 2.5 EPAF Originator – the employee assigned to originate EPAF documents for their department.
- 2.6 EPAF Approver – the employees assigned to review EPAFs for accuracy and approve the request for payment.
- 2.7 Approver Proxy – the employee assigned by the supervisor/approver to act on the supervisor/approver's behalf for timesheet and/or EPAF approvals.

- 2.8 Non-exempt Employees – employees that are entitled to overtime pay for hours worked in excess of forty (40) hours in a standard workweek in accordance with the Fair Labor Standards Act (FLSA).
- 2.9 Exempt Employees – employees that are paid on a salary basis and are not paid overtime pay for hours worked in excess of forty (40) hours in a workweek under the Fair Labor Standards Act (FLSA).
- 2.10 Hours Worked – includes all time an employee is required to be on duty, or on the employer’s premises or at any other prescribed place of work and includes hours that fall outside normal scheduled hours.
- 2.11 Leave Time Taken – approved absences, including Sick Leave, Annual Leave, Holiday, Personal Leave, Emergency Leave, Family and Medical Leave (FMLA), Jury Duty, etc.
- 2.12 Non-exempt Pay Period – consists of fourteen consecutive days beginning on Sunday at 12:00 AM and ending on the following Saturday at 11:59 P.M. The workweek for full-time employees is 40 hours.
- 2.13 Exempt Pay Period – consists of the entire calendar month the employee is being paid or completing a Leave Report.

3. PROCEDURE

- 3.1 Employee/Supervisor/Originator/Approver Expectations
- 3.2 Non-exempt Employees Electronic Timesheet

Non-exempt employees submit time records online at the end of each pay period or as directed. Time records must show all hours worked and leave time taken for the current pay period.

- 3.2.1 Maintain an accurate and honest daily record of all hours worked and leave time taken. Falsification of timesheets submitted is considered gross misconduct and disciplinary action may be taken in accordance with the Northeast Progressive Discipline Procedures.
- 3.2.2 Obtain prior approval from immediate supervisor before overtime is worked.

- 3.2.3 Fractions of hours should be recorded by rounding in fifteen (15) minute increments.
- 3.2.4 Employees using emergency or volunteer leave must include an explanation for the leave in the timesheet "Comments" section.
- 3.2.5 Employees must submit their completed time record in MyNortheast by the identified deadline. Failure to submit time by the deadline may delay payment for two weeks.
- 3.2.6 Supervisors must verify hours for accuracy and approve the electronic timesheet by the identified deadline so the employee can be paid in the current payroll cycle.
- 3.2.7 It is the employee's responsibility to confirm that their supervisor has approved their timesheet by the identified deadline to ensure payment is made on time.
- 3.2.8 Approvers have been assigned to each timesheet as a default for internal controls. Only Human Resources and/or Payroll can update approver assignments.

3.3 Exempt Employees Electronic Leave Report

Exempt employees submit a leave report online at the end of each month or as directed. Leave Reports must show all leave hours taken (e.g., Annual Leave, Sick Leave, etc.) during the current month.

- 3.3.1 Maintain an accurate and honest daily record of leave hours taken. All leave time taken should be appropriately recorded. Falsification of a submitted Leave Report is considered gross misconduct and disciplinary action may be taken in accordance with the Northeast Progressive Discipline Procedures.
- 3.3.2 Employees using emergency or volunteer leave must include an explanation for the leave in the "Comments" section of their leave report.
- 3.3.3 Fractions of hours should be recorded by rounding in fifteen (15) minute increments.
- 3.3.4 Employees must submit their completed leave report in MyNortheast by the identified deadline and certify the document is accurate.
- 3.3.5 Supervisors must verify leave hours for accuracy and approve the electronic leave report by the identified deadline.
- 3.3.6 It is the employee's responsibility to confirm that their supervisor has approved their leave report by the approval deadline.

- 3.3.7 Approvers have been assigned to each Leave Report as a default for internal controls. Only Human Resources and/or Payroll can update approver assignments.
- 3.4 EPAF Originator and Approver
 - 3.4.1 EPAFs are created by the EPAF originator in the department where the employee is assigned to work.
 - 3.4.2 Human Resources creates EPAFs for all full-time employee, faculty, and regular part-time employees' primary positions.
 - 3.4.3 Approvers have been assigned to each EPAF as a default for internal controls. Only Human Resources and/or Payroll can update approver assignments.
- 3.5 Supervisor and/or Approver for all Electronic forms
 - 3.5.1 Ensure employee has submitted accurate records before approving the electronic form.
 - 3.5.2 Assist employees with any questions regarding electronic forms.
 - 3.5.3 If an employee is on leave of any kind and cannot submit their timesheet and/or leave report by the identified deadline, it is the supervisor's responsibility to work with Payroll and/or Human Resources to submit those applicable forms in the employee's absence by the identified deadlines.
 - 3.5.4 Establish an approver proxy in Banner Employee Self-Service to act on the supervisor/approver's behalf to approve timesheets and/or EPAFs, as applicable, in the absence or unavailability of the supervisor/approver.
 - 3.5.5 If a supervisor and/or approver is unable to approve electronic forms by the identified deadline, they must notify their proxy to approve the electronic form for them.
 - 3.5.6 Approve all electronic documents by the identified deadlines. Approval certifies that reasonable measures have been taken to ensure the accuracy of the electronic document and to the best of the approver's knowledge the information is complete and accurate.
- 3.6 Enforcement
 - 3.6.1 Employees, supervisors, and approvers found to be non-compliant with these procedures may be subject to disciplinary action in accordance with the Northeast Progressive Discipline Procedures.

3.7 Human Resources Department

3.7.1 Will confirm accuracy of the electronic form and approve submitted documents by identified deadline.

3.7.2 Work with employees, originators, approvers and or supervisors found to be non-compliant to determine appropriate disciplinary action according to Northeast Progressive Discipline Procedures.

3.8 Payroll Department

3.8.1 Will approve and apply electronic documents submitted in a timely manner.

3.8.2 Ensure that all employees are paid wages owed in accordance with federal and state regulations.

3.8.3 Process payroll and release direct deposit payments to employees by the identified deadlines.

4. APPLICABILITY

N/A

ISSUE DATE: 04/20/2022

EFFECTIVE DATE: 04/20/2022

REVISION DATE(S):

PRIOR POLICY/PROCEDURE NUMBER:

SCHEDULE FOR REVIEW: 2027

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Administrative Services

SPONSORING DIVISION/DEPARTMENT: Administrative Services

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: EPAF, Electronic Personnel Action Forms, Timesheet, Leave Report