



What are my responsibilities related to timekeeping?

In order to plan work, manage budgets and track time off, the University System of Georgia (USG) requires all managers to maintain accurate time and attendance records for employees in their areas. Employees in non-exempt jobs are required to maintain daily time records. Managers should thoroughly review time cards prior to approving.

Supervisors/managers are prohibited from instructing or permitting non-exempt employees to work “off the clock” and are subject to disciplinary action, up to and including termination of employment, for violating this policy.

Who is a primary approver of time?

The Primary Approver is typically the direct line supervisor/manager with authority to approve or deny leave. The primary approver is responsible for ensuring that all time and leave records are current and accurate for their areas of responsibility. Managers with timesheet approval responsibilities are required to approve timecards for their direct reports in accordance with established payroll deadlines.

If the Primary Approver is not available to approve timecards in accordance with the established approval dates, it is their responsibility to delegate an authorized and approved proxy. See the USG or your institution’s Time and Leave Reporting Policy for additional details

If an employee holds more than one job, can the employee have more than one FLSA status designation?

No. Regardless of how many concurrent jobs an employee holds, the employee’s status must be either exempt or non-exempt. For example: Employee X, whose total salary is below the minimum salary threshold, holds a part-time instructional academic staff position as a lecturer. The employee also holds a part-time position as a recreational specialist. If Employee X’s primary duty is teaching as a lecturer, then the employee’s designation is exempt because teaching is the employee’s primary duty, and the employee qualifies for the “teacher” exemption regardless of salary. But if the primary duty is determined to be work as a recreational specialist and does not meet any of the DOL exemption tests, the FLSA designation will be non-exempt.

As a Manager, what should I do if it appears that my employee may be working unapproved overtime or if the employee submits for overtime not pre-approved by me?

If an employee appears to be working frequently outside of the regularly scheduled workday (e.g., sending e-mails late at night) or working without breaks (e.g., frequently eating at their desk while working), be proactive and have a conversation with that employee. Ensure they understand they should not be working overtime without prior approval and that failure by an employee to receive pre-approval of overtime worked may result in disciplinary action. You may also want to strategize with the employees how to accomplish work demands within a 40-hour workweek and discuss any concerns the employee has with his or her ability to meet expectations without working overtime.

Can a non-exempt employee still work a flexible schedule?

Non-exempt employees can continue working a flexible schedule and/or teleworking as approved and agreed upon with their supervisor. However, all hours worked must be accurately reported. Also, their hours worked should not exceed 40 hours in a workweek without prior approval.



As a Manager, may I adjust the schedule so that my employee works more than 40 hours during the busy months without paying overtime and a reduced number of hours in the less busy months so that he/she receives full salary at end of the year?

No. Employees who are scheduled to work 40 hours per workweek should be scheduled a minimum of those hours each workweek. Also, overtime must be paid by the workweek. It is not permissible to adjust the schedule outside the workweek so over time is not incurred.

If an employee's job requires them to checking emails or making business related calls outside of their normal schedule (i.e. evenings) is that time compensable?

Yes. If an employee's job duties require such activities outside of their normal schedule, the time must be tracked and is compensable. However, employees should not undertake such activities without prior approval.

Does the value of meals and lodging that employees receive as part of their position count toward the FLSA minimum salary requirement?

No. An employee is required to be compensated on a salary basis at a rate of not less than a specified level "...exclusive of board, lodging or other facilities." Therefore, any costs incurred by an employer in providing employees with meals or lodging cannot count toward the minimum salary requirement.

My grant doesn't allow for overtime. Do I still have to pay it?

Yes. The USG is required to comply with the FLSA and must pay overtime regardless of the source of funding.