

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Human Resources**

**NUMBER: 02.F.03**

**AREA: Payroll**

**SUBJECT: Employee Time Reporting**

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1. PURPOSE

This document establishes guidelines for preparing and submitting employee time reports to meet state and federal regulations. These guidelines apply to all employees of the University of Houston System regardless of appointment type or the source of funds from which the employee is paid.

2. POLICY

- 2.1. State agencies are required to maintain time reports of vacation and sick leave accrual, absences and the reasons for absences (whether from sickness, vacation or other paid leave) and leave without pay for all regular benefits-eligible employees. A regular benefits-eligible employee is defined as one who is employed for at least 20 hours per week on a regular basis for a period of at least four and one-half continuous months, excluding students employed in positions which require student status as a condition of employment.
- 2.2. State agencies are required to maintain employee records on wages, hours and other items in accordance with the [Fair Labor Standards Act of 1938 \(FLSA\)](#) and recordkeeping provisions of the [U.S. Department of Labor](#).
- 2.3. The records described above are available for public inspection, in keeping with the provisions of the [Texas Public Information Act](#).
- 2.4. Each university's human resources department will establish and publish procedures to ensure compliance with these regulations.
- 2.5. Each non-exempt employee is required to clock in and clock out to record time worked by entering in and out punches on a web clock or time collection device, and submit absence requests for time to be deducted for vacation, sick leave or other periods not at work during regularly scheduled workdays.

Each timesheet must be reviewed and approved by the employee's supervisor (or designee, in the supervisor's absence) to ensure time worked and leave taken are accurately recorded.

