

POLICY

The basic workweek of a full-time administrative staff member will consist of forty hours, eight hours per day, five days per week, or thirty-five hours, seven hours per day, five days per week, plus a daily unpaid lunch period, or as otherwise outlined in the employee's official position description. Responsibilities of administrative positions often require time in excess of these hours. Administrators are expected to be available to provide coverage as needed.

The basic workweek of a full-time hourly worker (non-teaching, non-temporary) will consist of forty hours, eight hours per day, five days per week, or thirty-five hours, seven hours per day, five days per week, plus a daily unpaid lunch period.

All hourly workers are required to complete a timesheet for every pay period in accordance with the attached procedures. The systems and procedures for recording and reporting work hours shall be as developed and implemented by the administration. Failure to adhere to required timesheet and absence reporting rules, or submitting false information on timesheets or Absence Reporting Forms, may result in disciplinary action.

For all categories of employment, work schedules (i.e., start/end times, work days) will be established by management according to business need. Employees may not alter their established work schedules without express written approval from their supervisors and the Office of Human Resources. The College reserves the right to change employees' work schedules according to business need with a thirty-day written notice.

All regular full-time, non-teaching staff will be required to take an unpaid lunch period as designated by the supervisor, which will generally be one hour in length. Employees do not have the prerogative of working through their lunch periods in order to alter their work schedules.

Lunch periods for all part-time, non-teaching staff, if appropriate, will be scheduled by the supervisor, according to business need, and will be unpaid.

If the specifics of this policy are at variance with the terms and conditions of a relevant collective bargaining agreement, the terms and conditions of such agreement shall take precedence.

ADOPTED: February 28, 1966  
Revised: November 25, 1974  
Revised: August 25, 1980  
Revised: February 28, 2000  
Revised: January 28, 2021

## PROCEDURE

### 1. Introduction

College Policy as well as Federal and State laws require that employee hours worked are accurately reported. Hourly, non-exempt employees (including non-exempt Administrators) are required to record and submit all time worked to their supervisor every pay period as per established timesheet guidelines and deadlines. Exempt employees are not required to submit timesheets. Pay period schedules are published on the Faculty and Staff Portal.

### 2. Timesheet System

Employees who must report time and attendance will prepare a bi-weekly timesheet indicating hours worked each pay period. Departments may assign a staff member to complete employee time sheets, providing steps are followed and appropriate signatures are obtained. Timesheets must be completed and submitted as follows:

- (1) Utilize the Timesheet found on Ocean Connect: Web Advisor - Employees –Timesheet Print (under Time Entry and Approval). Select the appropriate Start Date for the pay period for which you are filling out a time sheet. Print a copy.
- (2) Record hours worked each day by entering appropriate "IN" and "OUT" times. Meal break times are designated by entering a new "IN" and "OUT" times for the same day.
- (3) Record absences and reason, i.e., "Sick," "Vacation," "Holiday," "Personal," or "Without Pay," and emergency closing hours on the timesheet, if applicable.
- (4) Record overtime hours, "Overtime Pay," into appropriate Overtime Hours section on timesheet, and also as "IN" and "OUT" columns. Please note, overtime hours must be approved or assigned prior to working.
- (5) Sick and vacation balances may be found on Employees' Earnings Statement located in Ocean Connect/Self-Service site location; Employment-Earnings Statements. Select the most recent earnings statement.
- (6) Employee must sign the bi-weekly Timesheet, attesting to the accuracy of all entries and submit to supervisor. An employee who willfully falsifies entries will be subject to disciplinary action, which may include dismissal for cause.
- (7) Supervisor will review bi-weekly Timesheet of each assigned employee as prepared and certify its accuracy by placing his/her signature in the appropriate space on the form.
- (8) The approved and verified Timesheet will then be submitted to the Payroll Office on the designated day for payroll action; the Timesheet will be retained in the Payroll Department according to NJ Division of Archives and Records Management.

**ADOPTED:** November 25, 1974

Revised: January 28, 2021