**Time Reporting for Hourly Employees**

**Scope:** The following applies to all non-exempt employees (faculty, staff, and students)

**Policies:** For information on university policy regarding wages and hours, see the policies web site at http://policies.usc.edu/staff_wage_hour.html.

**COLLECTING HOURS: OTiS, PAPER TIME SHEETS, KRONOS**

Biweekly hours are collected and reported via either OTiS, BOSS, KRONOS (Auxiliary Services, Facilities, and University Hospital only), or paper Time Sheets. OTiS hours are uploaded directly into the payroll system. Kronos hours are handled by the few departments using that system. If the employee must do a paper time sheet, hours are input to the system by the Home Department.

For more information, see the User's Guide sections:

OTiS: Section 1100
PA.HOURS: Section 500-16

It is the responsibility of the Home Department Coordinator to insure that all biweekly employees are paid accurately and on time, that overtime rules are applied and overtime rates paid if appropriate. It is also the HDC’s responsibility to ensure that meal periods are taken as required, and, if not, that the employee is paid a ‘meal sanction’.

**RECORDING HOURS**

All hourly employees must report all hours worked – time in, time out, meal periods, etc. For benefits-eligible employees, other paid time (sick, vacation, etc) are also recorded.

**Employee:** Hours must be recorded accurately, and on a daily basis. This is especially true of OTiS In/Out Template and paper time sheets. These must be completed on a daily basis. The employee must sign and submit their hours. OTiS “web punch template” time reports are automatically signed and electronically submitted. OTiS “in/out time template” time reports must be submitted by the employee by pressing the ‘submit’ button. The act of submitting the time sheet constitutes an electronic signature by the employee.

→ If the employee fails to submit the OTiS hours, the approver or HDC may do so. However, the time sheet will not have an electronic employee signature. The HDC must print out the time sheet on paper and obtain the employee’s written signature. For non-CWSP, retain this paper time sheet in the employee’s file. For CWSP hours, the paper timesheet with signatures must be submitted to University Payroll Services. See “CWSP” below for more.
Supervisor/Approver: Supervisor/Approvers should also utilize the OTiS report feature to monitor employee input into OTiS during the pay period. Web Punch Template: Missing punches on OTiS should be resolved by the supervisor/approver within 24 hours. In/Out Template: Supervisor should ensure hours are being recorded on a daily basis, and the employee neither fills out the time sheet in advance, nor waits until the last day. Time Sheets, whether on paper or electronically, must be approved by the supervisor. This approval is an electronic signature via the “approve” button on OTiS, or a written signature on a Time Sheet or Time Card.

The Supervisor must sign and date the Time Sheet, or electronically approve the record on OTiS to certify the accuracy of the data. Therefore, the Supervisor cannot sign a paper Time Sheet or approve an OTiS record before the last day the employee works in the pay period. In OTiS, once the time sheet is “approved”, no further changes can be made by the employee.

If the approver fails to approve the OTiS hours, the Home Department Coordinator may do so. If no approval occurs, the time sheet will not have an electronic approver signature. The HDC must print out the time sheet on paper and obtain the approver’s written signature. For non-CWSP, retain this in the employee’s file. For CWSP hours, the paper timesheet with signatures must be submitted to University Payroll Services. See “CWSP” below for more.

Home Department Coordinator: Coordinators must utilize the OTiS reports system to monitor OTiS input. See User’s Guide Section 1100 as well as the OTiS manuals (available on the OTiS web site) for more detail on OTiS reports. Web Punch Template: Missing punches on OTiS should be resolved by the supervisor/approver within 24 hours. In/Out Template: Supervisor should ensure hours are being recorded on a daily basis, and the employee neither fills out the time sheet in advance, nor waits until the last day. Time Sheets, whether on paper or electronically, must be approved by the supervisor.

OTiS entries will generate a check, even if not ‘submitted’ by the employee or ‘approved’ by the approver. Only time sheets which are ‘rejected’ will not pay.

CWSP:

By law we must have a time sheet for all CWSP hours with the employee’s and the supervisor/approver’s signature. For OTiS, the electronic approval satisfies this requirement. However, if a CWSP time sheet is not approved on OTiS, then the time sheet must be printed out, written signatures obtained, and the time sheet sent to payroll by no later than Thursday, noon, following the end of the pay period.

If not received, the employee’s check will be pulled and held pending submission of the time sheet. If the employee has direct deposit, those instructions will be overridden for the pay period so the check will be on paper. The check will be held one week after payday (until the following Wednesday). If the time sheet has not been submitted by that time, the check will be cancelled.
**MEAL PERIOD:**

Home Department Coordinators must become completely versed in all aspects of the university’s policy on meal periods. Please review this policy for more detail, especially regarding waivers of meal periods, work which equal or exceeds 10 hours, and so forth [http://policies.usc.edu/staff_wage_hour.html](http://policies.usc.edu/staff_wage_hour.html).

State Law requires all non-exempt employees must receive an unpaid meal period of at least 30 minutes which must occur before the employee has completed five consecutive hours of work, or a ‘meal sanction’ must be paid the employee. To ensure compliance and prevent the meal sanction, University policy states that all non-exempt employees, (faculty, staff, and students), must receive an unpaid meal period of not less than **35 minutes** per five consecutive hours of work. The meal period must be shown on the Time Sheet, or on OTiS or other timekeeping system.

All biweekly employees must read and sign the “Meal and Rest Period Obligation Acknowledgement” (kept on file with department) found at [http://policies.usc.edu/staff_wage_hour.html](http://policies.usc.edu/staff_wage_hour.html).

Exception #1: If the work period does not exceed six hours, the meal period may be waived by mutual consent of both employee and employer.

Exception #2: On-duty meal periods are only permitted in certain circumstances, and only if there is a “On-Duty Meal Period Agreement” [http://policies.usc.edu/staff_wage_hour.html](http://policies.usc.edu/staff_wage_hour.html) (kept in department file). See the policies web site for more information.

**MEAL SANCTION:**

If an employee fails to take a meal period at all, fails to take at least 30 full minutes (e.g. clocks back into work at 29 minutes), or does not take the meal period before the completion of the 5th consecutive hour, a “meal period sanction” of one full hour must be added to the employee’s pay. This ‘hour’ does not count towards hours worked for overtime calculations.

For greater detail, please see the university policy.

*NOTE: It is the supervisor/approver’s responsibility to add the meal sanction to the employee’s time report, when appropriate. It is the home department coordinator’s responsibility to ensure the policy is followed.*

**OTiS:** Under Time Type, select “Meal Sanction”.

**Paper:** Record hours in the appropriate “Meal Sanction” column. When transferring to PA.HOURS, include in the “regular hours” field.

**REST PERIODS:**

University policy requires a 15 minute scheduled rest period per 3.5 hours worked. These rest periods are counted as hours worked, and are not reflected on the Time Sheets or on OTiS, Kronos, etc.
EMPLOYEES WORKING FOR TWO OR MORE DEPARTMENTS

USC is one employer. Therefore, if a biweekly employee works for two or more departments, overtime and meal sanction rules still apply. If the employee exceeds 8 hours in a day, 40 in a work week, or incurs the 7th Day Premium (see user’s guide 400-5 for more detail), the overtime will be incurred by the department where the threshold was crossed.

For more information on OTiS, see Section 1100 of this User’s Guide.