



Financial Services Standard Operating Procedure No. 3317			
<b>SOP Title</b>	Employee Work and Leave Records (Timesheets)	<b>Related Policy No.</b>	<a href="#">UMB VIII-99.01</a>
<b>Last Updated</b>	April 2016	<b>Refer Questions To</b>	Financial Services Payroll Manager 410-706-6958
<b>Approved By</b>	G. Scott Bitner Acting Chief Financial Officer		

**Purpose** The University of Maryland, Baltimore (UMB) is responsible for paying [employees](#) and accruing employee leave in a timely and accurate manner. To meet these objectives, work and leave must be reported regularly and accurately. UMB uses timesheets for this purpose. Timesheets must be submitted, evaluated and approved online by deadlines set by UMB. This procedure provides detailed instructions and guidelines for employees, supervisors, and administrative personnel to follow when reporting, evaluating, and approving time/days worked or leave taken. Requirements vary by employee class.

Department heads, academic supervisors, and administrative personnel must know and follow the requirements applicable to employees in their units in order to comply with federal and state laws and university policies.

**Scope** This procedure applies to all UMB employees and requires that most UMB employees submit timesheets. This procedure applies to administrative personnel who are [Authorized Affiliate Employees](#) who have roles described in this procedure.

Some groups of UMB employees are exempt from the requirement to submit timesheets. Employees in the following groups ordinarily do not have to submit timesheets:

- Post-doctoral fellows and trainees ([Employee class 19-Trainees](#))
- Graduate Assistants (Employee class 4- Grad Assistants)
- Adjunct faculty (Employee class 36- Contingent 1 Faculty)
- Faculty employed less than 50% of full-time equivalent ([FTE](#))- (except for School of Medicine faculty of clinical departments who are geographic full-time ([GFT](#)))
- Employees paid based on deliverables ([Paygroup SPC-Special Pay](#))

In some circumstances, discussed below, an employee in one of the listed groups may be required to submit timesheets or alternative time records determined by the employee's school or unit.

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**General Guidelines**

- I. General Requirements
  - A. A biweekly timesheet must be submitted, evaluated, approved and processed for most employees. The requirements for the format of reporting time/days worked, leave accrued, and/or leave taken vary by employee class. For some employee classes, compensation will not be paid by UMB for a biweekly period unless an approved timesheet has been processed.
  - B. Operational units (schools, divisions, departments, etc.) may establish additional requirements (e.g., procedures, forms, scheduling processes) to meet their business operations and reporting needs. A unit's requirements may supplement but may not replace those prescribed in these procedures. Time limits set in this procedure may not be extended (but can be shortened) by unit requirements. Unit requirements must be consistent with law, policy, and collective bargaining agreements.

**II. A summary by employee classification follows:**

Employee Class (code)	Timesheet report format	Compensation impact	Earned leave method
<b>Academic</b>			
Faculty Tenured (01)	<a href="#">Duty day with leave exceptions</a>	No impact	- <a href="#">Accrued</a> for 12-month appointments - <a href="#">Front loaded</a> and accrued for 10-month appointments
Faculty Non-tenured/ Tenure track (02)	<a href="#">Duty day with leave exceptions</a>	No impact	- <a href="#">Accrued</a> for 12-month appointments - <a href="#">Front loaded</a> and accrued for 10-month

			appointments
Faculty Non-tenured/ Non-tenure track (03)	<a href="#">Duty day with leave exceptions</a>	No impact	- <a href="#">Accrued</a> for 12-month appointments - <a href="#">Front loaded</a> and accrued for 10-month appointments
Faculty Librarians (15)	<a href="#">Duty day with leave exceptions</a>	No impact	<a href="#">Accrued</a>
Trainees (19)	Not applicable	Not applicable	Not applicable
Faculty Contingent 1 (36)	Not applicable	Not applicable	Not applicable
<b>Students</b>			
Graduate Assistants (04)	Not applicable	Not applicable	Not applicable
Hourly Students Non-workstudy Undergraduate (14)	<a href="#">Time in/out</a>	Timesheet required for payment	Not applicable
Hourly Students Workstudy Undergraduate (14W)	<a href="#">Hours worked</a>	Timesheet required for payment	Not applicable
Hourly Students Non-workstudy Graduate (16)	<a href="#">Time in/out</a>	Timesheet required for payment	Not applicable
Hourly Students Workstudy Graduate (16W)	<a href="#">Hours worked</a>	Timesheet required for payment	Not applicable
<b>Staff</b>			
Non-exempt Regular (20)	<a href="#">Time in/out with leave exceptions and/or pay differentials</a>	Timesheet required for payment of overtime, shift and on-call pay	<a href="#">Accrued</a>
Non-exempt Contingent 2 (22)	<a href="#">Time in/out with leave exceptions and/or pay differentials</a>	Timesheet required for payment of overtime, shift and on-call pay	<a href="#">Front loaded</a>
Non-exempt Contingent 1 (31I and 31T)	<a href="#">Time in/out</a>	Timesheet required for payment	Not applicable
Exempt Regular (33)	<a href="#">Duty day with leave exceptions</a>	No impact	<a href="#">Accrued</a>
Exempt Contingent 1 (34)	<a href="#">Duty day only</a>	No impact	Not applicable
Exempt Contingent 2 (35)	<a href="#">Duty day with leave exceptions</a>	No impact	<a href="#">Front loaded</a>

### III. A summary of the different types of timesheet report formats follows:

- A. Duty day with leave exceptions
  - 1. A “D” is entered on each day that an employee performs work in accordance with the employee’s [schedule](#). When the hours worked on a day are fewer than scheduled, leave hours used should also be recorded sufficient that the total of hours worked and hours of leave used equals the scheduled hours for the day.
  - 2. A minimum of 1 hour of leave must be reported if leave is being reported on a scheduled work day. Leave exceeding one hour may be used and reported in increments of fifteen minutes.
  - 3. If leave is used for an entire scheduled day, “D” is not entered. Use of leave hours, paid or unpaid, equal to the scheduled work hours is reported.
- B. Duty day only
  - 1. A “D” is entered on each day that an employee performs work in accordance with the employee’s schedule.
  - 2. Leave is not earned; use of leave is not recorded if the employee does not work all scheduled hours of a scheduled work day. The number of scheduled hours not worked should be noted in comments.
  - 3. If an employee is absent for an entire scheduled work day, “D” should not be noted on the timesheet.
- C. Time in/out with leave exceptions and/or pay differentials
  - 1. The times of day the employee’s work begins and ends are recorded for each period worked. Any period of time the employee is on an unpaid break (e.g. lunch period) also is documented.
  - 2. Time in and time out is [Rounded to the Nearest Quarter Hour](#).
  - 3. Earned leave may be used in increments of 15 minutes or more.
  - 4. Pay differentials such as shift and on-call pay are entered for each day an employee is eligible and the period of time is eligible.
- D. Time in/out
  - 1. The times of day the employee starts work and stops work are recorded for each period worked. Any periods of time the employee is on an unpaid break (e.g. lunch period) also are documented.
  - 2. Time in and out is reported Rounded to the Nearest Quarter Hour.
  - 3. Leave is not earned, so it is not recorded.
- E. Hours worked
  - 1. The total hours worked each day are recorded.
  - 2. Leave is not earned, so it is not recorded.

### IV. Requirements

- A. Timesheets and leave records will be recorded in a centrally maintained computer application (eUMB). Most employees are expected to complete a biweekly timesheet within 6 days of the end of the pay period covered by that timesheet, and are required to complete a biweekly timesheet within 30 days of the end of the pay period covered by that timesheet. Authorized [timesheet approvers](#) are expected to evaluate timesheets within 3 days of employee submission. Authorized timesheet approvers are required to evaluate each timesheet within 14 days of its submission.

If an employee submits a timesheet late, every effort should be made to complete evaluation and approval within 60 days after the end of the biweekly pay period covered by the timesheet.

- B. If, due to extraordinary circumstances, submission of a timesheet is not completed (i.e., the timesheet has not been submitted, evaluated, revised as needed, and approved) in the eUMB system within 60 days after the end of the biweekly pay period covered by that timesheet, then the timesheet must be prepared manually (on paper).
    - 1. Signatures of the employee, supervisor, and [ETS approver](#) must be indicated on the paper timesheet. If the timesheet was partially completed in the eUMB system, it may be printed from the system and then only the missing signatures must be obtained on the paper timesheet
    - 2. The approved paper timesheet must be scanned and uploaded to the eUMB system. Upon verification that the timesheet is legible within eUMB, the paper timesheet may be discarded.
  - C. A timesheet submitted for approval before the end of a pay period may not contain a D or record hours worked on a day that has not occurred when the timesheet is submitted. Use of leave may be reported prior to the date of planned leave use.
  - D. Work may be performed at UMB or at other UMB-approved locations. Work at all approved locations is reported on timesheets.
  - E. Any leave recorded must be used in accordance with an applicable leave policy. Specific leave codes have been created in the eUMB system for the various types of leave. Employees and approvers are responsible for entering the leave code for the type of leave used. Some types of leave may require prior approval (e.g., Human Resource Services approval of advanced sick leave or Environmental Health and Safety approval of accident leave). Not all types of leave are available to all employees. Employees and their department administrative and management staff are responsible to verify the availability of the type and hours of leave reported by an employee on a timesheet.
  - F. Leave balances, up to maximums allowed by policies, will be maintained in the eUMB system. At the end of a pay period, after leave is accrued and taken, leave balances for annual/vacation, sick, personal, and holiday leaves may not be negative. In other words, leave may not be taken in anticipation of future pay period leave accruals.
  - G. All employees must have an authorized timesheet approver and at least one alternate approver. An employee subordinate to the timesheet reporter cannot be designated as an authorized approver or alternate approver.
- V. **Special Provisions for Separating Employees and Hourly Workers**
- A. **The time limits set out in earlier paragraphs do not apply to the submission and approval of timesheets for an employee separating from**

**UMB employment.** An employee separating from employment should enter a final timesheet no later than 3 days after the separation date so that the department can audit the employee's leave records and process payout for eligible leave balances. This must be done within 5 days of submission of the final timesheet. The timesheet approver will correct the final timesheet if it is not accurate, and may submit the final timesheet if the separating employee is not available to do so. All electronic timesheets in the preceding 5 years that are missing must be completed (on-line or on paper) before a leave payout can be processed.

- B. If an employee is an hourly worker in one of the classes requiring an approved timesheet for payment (classes 14, 14W, 16, 16W, 31 I and 31T), the employee must submit a biweekly timesheet within three days after the end of the pay period covered by the timesheet (in other words, by close of business Tuesday following the end of the pay period); if a timesheet is not submitted by the employee within the required time, the timesheet approver for the employee should prepare and submit a timesheet, subject to revision if the employee submits an accepted correction. Authorized approvers for employees in these classes must approve timesheets, after any needed corrections, within five days after the end of the pay period covered by the timesheet (in other words, by close of business Thursday following the end of the pay period).

#### VI. Concurrent UMB Employment

- A. Concurrent UMB employment situations exist when a UMB employee has more than one job within UMB. The employee typically works for more than one department.
- B. A separate timesheet is required for each concurrent job that is subject to a timesheet requirement. A timesheet is not required for a concurrent job that does not require a timesheet.
- C. For non-exempt and hourly employee positions that are subject to overtime requirements, the employing departments must coordinate which department should pay the overtime. By default, any overtime for a pay week will be charged to the funding source for the job worked on the day and at the time when weekly paid hours exceed 40. Changes from the default must be requested in writing by both departments.
- D. An employee should notify the concerned department payroll representatives when the employee is working for more than one department at UMB. An employee who works for more than one department is required, for audit purposes, to document hours and exact time worked in each department even if the normal timesheet procedure for one or more of the employee's classes or paygroups may not require that documentation. The Comments section of the electronic timesheet may be used for the documentation meeting this requirement if the departments agree upon that method. Other methods may be used. The employee and the department payroll representatives should determine the best method to document the information required for audit purposes.

## VII. Dual State Employment

- A. Dual State employment situations exist when a UMB employee is an active employee at another agency of the State of Maryland, including another University System of Maryland (USM) institution.
- B. All employees are required to notify their employing institution of a dual-employment situation, with the expectation that this notification be done in advance of taking additional employment situations with other state of Maryland agencies or institutions. A UMB employee should notify department payroll representatives when the employee is working for more than one State agency.
- C. All State of Maryland employees are paid by the Central Payroll Bureau. The State is viewed as a single employer for payroll purposes. Dual State employment consequently causes special issues related to the Fair Labor Standards Act (FLSA) rules regarding overtime, employee job classifications for overtime purposes, and the risk of double payment by the State for the same services.
- D. Employees who work at more than one State agency are required to document hours and exact time worked at both agencies even though the normal timesheet procedure for the employee's class or paygroup may not require that reporting. Dual employment situations are audited by UMB throughout the year. An employee who works at multiple State agencies must be prepared to demonstrate that there are no overlapping work periods.
- E. The employee and the UMB department should determine the best method to document the additional data required for audit purposes.

### Procedures

- I. **Faculty (Empl classes 01, 02, 03 and 15)**
  - A. A faculty employee is paid an established salary and is expected to fulfill the duties of the faculty position regardless of hours worked.
  - B. Each school may establish its own minimum hours per pay period consistent with its faculty workload policy. However, the minimum hours of work for a full-time faculty employee must be at least 80 hours per biweekly pay period. Minimum hours will be pro-rated for part-time faculty.
  - C. A faculty employee who is less than 50% FTE, and is not a GFT faculty member of the School of Medicine, is not required to submit timesheets.
  - D. Department chairs and other academic supervisors must establish for faculty employees (including those employed less than 50% FTE) regular work schedules, expectations for attendance, and procedures for handling absences and changes to the regular schedule.
  - E. A faculty employee will report a duty day on each day that work is scheduled and performed. If the faculty employee did not work a full day as scheduled, the use of appropriate, available leave hours should be recorded for that day. Use of leave may be recorded in full or partial day increments.



- F. A School of Medicine faculty employee who is GFT will earn and use leave based on full-time status.
- G. Appropriate authorized approvers and alternate approvers of a faculty employee timesheet are a dean, associate/assistant dean, department chair, division head, center or institute director, or senior administrative personnel.
- H. A person designated as a [timesheet initiator](#) in the eUMB system may prepare a draft timesheet for a faculty employee. The faculty employee must review the timesheet and submit it for approval. The faculty employee is responsible for ensuring that work and leave reports entered on the timesheet are correct and will be held accountable for any errors.
- I. A faculty employee appointed on a 10-month contract is not required to complete timesheets for the period between June 16 and August 15. These dates rarely fall at the beginning or end of a biweekly pay period; any timesheet dates between those dates may be left blank.
- J. A faculty employee on sabbatical leave is required to submit timesheets for the period of time on sabbatical leave. If the faculty employee does not have access to eUMB during sabbatical, a dean or designee may initiate and submit the timesheets on behalf of the faculty employee.
- K. Timesheets for faculty employees on transitional terminal leave may be completed by their deans or designees. Financial Services-Payroll will provide instructions.
- L. If “Leave Without Pay” is recorded for a faculty employee, then a Payroll Adjustment Form must be submitted by the Department to reduce the faculty employee’s gross pay. Generally, pay for faculty employees may only be reduced in full day increments.

## II. Exempt Staff (Empl classes 33, 34, and 35)

- A. An exempt staff employee is expected to work the schedule required to complete job responsibilities and assignments. The supervisor of an exempt staff employee is expected to establish a regular work schedule appropriate for the performance and completion of responsibilities and assignments. A schedule may be changed at the discretion of department management to meet operational needs. A supervisor is expected to state in writing, delivered to the exempt staff employee, any change of the employee’s schedule.
- B. Department management must establish expectations for attendance and procedures for handling absences and changes to the schedule for each exempt staff employee.
- C. A full time exempt staff employee is expected to work (or use available appropriate leave to account for) a minimum of 80 hours per pay period. Minimum work/leave hours for a part time employee are pro-rated.



- D. An exempt staff employee is paid an established salary and is expected to fulfill the duties of the position regardless of hours worked. Because an exempt staff employee is expected to work a schedule consistent with the requirements of the job and assignments, UMB does not provide compensatory leave if an exempt staff employee works beyond the employee's regular schedule.
- E. A duty day is designated by an exempt staff employee on each day that work is performed in accordance with the employee's schedule. If hours worked are fewer than hours scheduled, then available appropriate leave should be entered for the scheduled hours not worked. Leave taken on a scheduled work day must be used and reported for a minimum of 1 hour. Leave greater than 1 hour on a scheduled work day can be used and recorded in increments of 15 minutes.
- F. Minor and infrequent variations from an employee's schedule may be handled informally between the supervisor and the employee if it is department policy to allow such informality. (For example, with a supervisor's consent, an employee may leave work early one day to deal with family or personal matters, and, rather than use leave hours to account for the remainder of the scheduled workday, may work additional, unscheduled hours on another day or days in the same pay period.) If it is a department's policy that informal schedule changes are not allowed, then all changes must be requested in writing, and leave must be reported if the employee does not work all scheduled hours.
- G. Recurring and substantive variations to an exempt employee's schedule should be handled in compliance with policy and procedures VII 99.00(A) UMB Alternative Work Schedules.
- H. Exempt staff may be eligible for telework arrangements, which should be documented and managed in compliance with policy and procedures VII 6.11(A) Telework. Hours of work performed at an approved telework location should be recorded as a duty day.
- I. A manager must monitor the performance and productivity of exempt staff as it relates to work schedules. Managers must counsel and evaluate exempt staff with respect to any concerns about attendance and work habits. If there are concerns about an employee's attendance and work habits, a manager may implement an additional detailed work documentation system more detailed than the time reporting described in this procedure. A manager must consult Human Resource Services-Labor Relations before implementing a more detailed work documentation system.
- J. An appropriate authorized approver or alternate for an exempt staff employee is a department head, faculty member, manager, supervisor, or other administrator.
- K. A person designated as a timesheet initiator in the eUMB system may prepare a draft timesheet for an exempt staff employee. The exempt staff employee must review each timesheet and submit it for approval. The exempt staff employee is responsible for ensuring the work and leave

entered on the timesheet are correct and will be held accountable for any errors.

- L. If “Leave Without Pay” is recorded for an exempt staff employee, then a Payroll Adjustment Form must be submitted by the Department to reduce the employee’s gross pay. Generally, pay for exempt staff employees may only be reduced in full day increments.

### III. Non-exempt (NEX) Staff (Empl classes 20 and 22)

- A. Non-exempt staff are expected to work the assigned scheduled hours. For NEX staff who are members of a UMB exclusive bargaining unit, additional requirements are detailed in a memorandum of understanding.
- B. A NEX staff employee must document daily start and end times. The time entered should be based on actual time (not scheduled time) Rounded to the Nearest Quarter Hour.
- C. A NEX staff employee is eligible for overtime pay for hours worked in a workweek in excess of 40 hours. The payroll system will compute the overtime hours based on the hours entered on the timesheet.
- D. Department management must establish expectations for attendance and procedures for handling absences and changes to the regular schedule for all NEX staff employees.
- E. A full time NEX staff employee is expected to work (or use an appropriate earned leave source to account for) 40 hours per pay week. Minimum work/leave hours for part time employees are pro-rated.
- F. Minor and infrequent variations to the regular weekly work schedule may be handled informally between a supervisor and a NEX staff employee. However, variations in schedules must be accounted for within the one week period to avoid overtime pay liability when hours are made up the week following, or the week before, a week when a NEX staff employee did not work a full schedule. Regular and substantive variations to the regular weekly work schedule should be handled in compliance with policy and procedures VII 99.00(A) UMB Alternative Work Schedules.
- G. If a NEX staff employee is eligible for and approved for a telework agreement, it should be documented and managed in compliance with policy and procedures VII 6.11(A) Telework. Work performed at an approved telework location should be recorded as regular hours worked.
- H. An appropriate authorized approver or alternate approver for a NEX staff employee is a faculty employee, manager or supervisor with responsibility for management of the NEX staff employee’s work.

**IV. Hourly Workers (Empl classes 31I and 31T)**

- A. An employee who is an hourly worker is expected to work the assigned scheduled hours.
- B. Department management must establish expectations for attendance and procedures for handling absences and changes to the regular schedule for each hourly worker.
- C. Hourly workers must document their daily start and end times. The time entered should be based on actual time (not scheduled time) Rounded to the Nearest Quarter Hour.
- D. Hourly employees are eligible for overtime pay for hours worked in excess of 40 hours in the workweek. The payroll system will compute the overtime hours based on the hours entered on the timesheet.
- E. An appropriate authorized approver or alternate approver for an hourly employee is a faculty employee, manager, or supervisors with management responsibility for the hourly employee.

**V. Non-workstudy (NWS) Students (Empl classes 14 and 16)**

- A. A NWS student employee is expected to work the assigned scheduled hours. When school is in session, a NWS student employee may not work more than 20 hours per week. During semester break periods, a NWS student employee may work more than 20 hours per week but generally should work no more than 29 hours per week.
- B. Department management must establish expectations for attendance and procedures for handling absences and changes to the regular schedule for each NWS student employee.
- C. A NWS student employee must document start times and end times. The time entered should be based on actual time worked (not scheduled time) Rounded to the Nearest Quarter Hour.
- D. An appropriate authorized approver or alternate approver for a NWS student employee is a faculty employee, manager, or supervisor with management responsibility for the NWS student employee.

**VI. Workstudy (WS) Students (Empl classes 14W and 16W)**

- A. A WS student employee is expected to work assigned scheduled hours. When school is in session, a WS student employee may not work more than 20 hours per week. During semester break periods, a WS student employee may not work more than 40 hours per week.
- B. Department management in conjunction with the Department of Student Financial Assistance & Education must establish expectations for attendance and procedures for handling absences and changes to the regular schedule for all department WS student employees.

- C. A WS student employee is required to document the total hours worked per day Rounded to the Nearest Quarter Hour.
- D. An appropriate authorized approver or alternate approver for a WS student employee is a faculty member, supervisor, or financial aid office staff member with responsibility for management of the WS student's work.

**VII. Non-reporting employees (Empl classes 04, 19, and 36 and SPC paygroup)**

- A. There is no requirement for a biweekly timesheet for non-reporting employees. UMB expects that the work required of the employees is being done in consideration for the compensation paid by UMB.
- B. These employees should follow any school/department procedures for recording their work hours and their absences from work.
- C. Compensation may be reduced based on significant absences or lack of performance.

**Responsibilities I. Employees**

- A. Complete the biweekly timesheet if required for the employee. The timesheet is expected to be completed and submitted within the applicable deadline set in this procedure.
- B. Accurately report on each timesheet the time/days worked and/or leave taken.
- C. Obtain prior supervisory/administrative approval to:
  - 1. adjust work hours/schedules; and/or
  - 2. work and be paid for overtime by compensation or by compensatory leave (if eligible).
- D. Request leave (if required by leave policies) and use and report all leave in accordance with applicable leave policies.
- E. Review personal leave balances periodically and report discrepancies to appropriate department personnel.
- F. Ensure all timesheets have been completed and submitted within 3 days after separation from UMB employment.

**II. Supervisors/Authorized Approvers/Alternate Approvers**

- A. Promptly evaluate and approve (or recycle or correct) timesheets within the deadlines specified in these procedures. Departments may establish shorter deadlines. If an approver is on leave during the approval period then the alternate timesheet approver should evaluate timesheets and submit them within the deadlines set by this procedure or by the department.

- B. Follow up with any employee who does not submit timesheets in a timely manner or does not prepare accurate timesheets.
- C. Complete or correct timesheets for an employee on extended leave who is unable to complete or correct timesheets.
- D. Communicate with employees to advise them if timesheets are completed or corrected on their behalf.

### III. Schools/Departments

- A. Establish and communicate department deadlines for submitting and evaluating timesheets to meet UMB payroll processing deadlines.
- B. Verify that employees are submitting and approvers are evaluating and approving timesheets within the prescribed periods. Counsel and/or discipline any employee or approver who regularly fails to complete or evaluate and approve timesheets by the established deadlines.
- C. For each employee, assign an appropriate approver and alternate to evaluate and approve, recycle or correct the employee's timesheets.
- D. At a department level, assign a primary person and a backup person to the role of [ETS Approver](#) in the eUMB system. Identify the ETS Approvers to Financial Services and ensure that the ETS Approvers complete training offered by Financial Services. Ensure the department's timesheets are reviewed each pay period by an ETS Approver, who checks for compliance with applicable UMB policy and procedures.
- E. Verify that all timesheets have been completed, evaluated and approved before requesting a leave payout for an employee separating from UMB employment.
- F. Notify department employees who to contact within the department for timesheet processing issues.

### IV. Department of Financial Services

- A. Train ETS Approvers on proper timesheet review, recycling, correction, approval, and processing procedures.
- B. Assist ETS Approvers with timesheet/leave processing issues.
- C. Subject to exceptions approved as required in this procedure, process leave payouts to separated employees only when there is evidence that all timesheets for the previous 5 years have been completed. Document exceptions.
- D. Monitor the status of unprocessed timesheets and report non-compliance to the proper level of authority.

**Terms and Definitions**

Term	Definition
Accrued	In reference to leave- this means that leave is earned and accumulated over a period of time.
Duty Day	<p>A Duty Day is (1) a day that a UMB employee works that is on the employee’s work schedule or (2) another day in a biweekly pay period that the employee works, with management permission, on a case by case basis. If work is done on a day then a D is entered on the timesheet for that day. If no work is done on a day, a D is not entered.</p> <p>If an exempt faculty or staff employee works on a scheduled work day, but does not work a full day as scheduled, a D is entered and the employee also records the number of hours of leave used so that the total of leave hours and hours worked equal the number of hours on the schedule for the day. If an employee, with management’s permission, works on a day that is not a scheduled work day, the hours worked can be counted toward meeting the work hours required on a scheduled work day in the same pay period. This may be noted in comments on the timesheet.</p>
Employees	Includes all types (e.g., regular, contingent I and contingent II) and classes (e.g., faculty, staff, students, post-doctoral fellows) of UMB employees who receive compensation from UMB through the State of Maryland Central Payroll Bureau.
Employee (Empl) Class	<p>Employee class is the way UMB categorizes its employees based on common application of labor laws, fringe benefit eligibility, and university or state policies. Every employee in the UMB payroll system is assigned to a specific empl class for each job the employee holds. The empl classes are:</p> <ul style="list-style-type: none"> <li>• 01- Faculty Tenured</li> <li>• 02- Faculty Non-tenured/ Tenure track</li> <li>• 03- Faculty Non-tenured/ Non-tenure track</li> <li>• 04- Graduate Assistants</li> <li>• 14- Undergraduate student/ Non work study</li> <li>• 14W- Undergraduate student- Federal work study</li> <li>• 15- Librarians</li> <li>• 16- Graduate student/ Non work study</li> <li>• 16W- Graduate student- Federal work study</li> <li>• 19- Trainees</li> <li>• 20- Non Exempt Regular</li> <li>• 22- Non Exempt Contingent II</li> <li>• 31I- Non Exempt Contingent I- If &amp; When</li> <li>• 31T- Non Exempt Contingent I- Temp</li> <li>• 33- Exempt Regular</li> <li>• 34- Exempt Contingent I- Temp</li> <li>• 35- Exempt Contingent II</li> <li>• 36- Faculty Contingent I- Temp</li> </ul>
ETS Approver	An ETS Approver is a department payroll representative knowledgeable about timesheet policies and procedures. ETS Approvers are required to complete FS-Payroll training.

Front loaded	In reference to leave- this means that leave is granted at the beginning of a period of time
Full-time Equivalent (FTE)	<p>The ratio of the total number of scheduled hours during a pay week divided by 40 (the number of working hours expected for full-time employment at the State of Maryland). One FTE is equivalent to one employee working full-time.</p> <p>For example: An employee who is scheduled to work 30 hours per week is 75% FTE. An employee who is scheduled to work 15 hours per week is 37.5% FTE.</p>
Geographic Full-time (GFT)	<p>The status of a faculty employee of the University of Maryland School of Medicine who is appointed as a full-time faculty member and, with the School's approval, works for and receives compensation, authorized by the School and UMB, from (a) one or more practice plan organizations affiliated with the School of Medicine and subject to the Medical Service Plan established by the Board of Regents of USM or (b) the Baltimore Veterans Administration Medical Center or other health care organizations affiliated with the School.</p> <p>Employment status of a GFT faculty employee will be reported for benefits as 100% FTE. UMB payroll records for a GFT faculty employee will reflect the compensation and the percentage of total approved salary that is paid through UMB payroll. E.g., a full-time appointee who receives 75% of total approved salary from a professional association would be listed as 25% FTE in payroll, and also listed as GFT.</p>
Paygroup	<p>A classification used by the eUMB system to process payroll for employees with similar compensation requirements. The paygroups are:</p> <ul style="list-style-type: none"> <li>• AFY- Academic Full Year</li> <li>• ASY- Academic School Year</li> <li>• EFY- Exempt Full Year</li> <li>• NFY- Non-exempt Full Year</li> <li>• HRL- Hourly</li> <li>• SPC- Special Pay</li> </ul>
Rounded to the Next Quarter Hour	<p>Rounded to the Nearest Quarter Hour is the method for measuring time worked in quarter hour (15 minute) increments. Actual time when work starts or stops is Rounded to the Nearest Quarter Hour. Times of seven minutes or less after a quarter hour are rounded back to the past quarter hour; time of eight minutes or more after a quarter hour are rounded forward to the next quarter hour. E.g., a start time of 7:38 a.m. (8 minutes past the quarter hour) is rounded forward to 7:45 a.m., and a stop time of 3:34 p.m. (four minutes past the quarter hour) is rounded back to 3:30 p.m.</p>
Schedule	<p>The days and times during a biweekly pay period that a UMB employee is assigned to work. A schedule typically is established by management of a school or unit. In some cases, the schedule may be changed by a school or unit from week to week, or at other intervals, as required for performance of job responsibilities and school or unit workload. A schedule change during the course of</p>



	employment may be made by management at its own initiative or upon request of the employee. Schedule changes made by management should be stated in writing. At management's discretion, an employee may be granted the ability to determine the exact hours between which the employee will be working on any scheduled work day, provided that minimum daily, weekly or biweekly hours set by management for the employee's position are met.
Timesheet Approver; Alternate Timesheet Approver	A person authorized by UMB to evaluate, correct, approve and submit timesheets of a UMB employee. An approver or alternate approver is a person with management responsibilities who is reasonably expected to know, or be able to learn, the schedule, work hours, and leave use of the employee whose timesheet is being approved. An approver or alternate approver must be a UMB employee or Authorized Affiliate Employee.
Timesheet Initiator	A person authorized by UMB to prepare draft timesheets for specific exempt staff or faculty employees. A timesheet initiator must be a person who has access to the calendar and schedule of the person whose timesheet will be prepared in draft. A timesheet initiator may be an employee of UMB or of an entity affiliated with UMB (e.g., practice plan, UMMC).
Authorized Affiliate Employee	A person employed by an entity that has a relationship with UMB authorized by the Board of Regents or by law, e.g., faculty practice plan organizations, University of Maryland Baltimore Foundation (UMBF) and other affiliated foundations, recognized incorporated alumni associations, affiliated business entities, University of Maryland Medical System/University of Maryland Medical Center, and other University System of Maryland institutions. An Authorized Affiliate Employee is responsible for the administration and reporting of UMB resources.

### Exceptions

Exceptions to this **procedure** must be approved in writing by the Controller in Financial Services. All requests must be submitted to the Controller using the [Policy or Procedure Exception Request Form](#) available on the Financial Services website. The request must be signed/e-mailed by the Department Head or designee.

Exceptions to the related **policy**, UMB VIII-99.01 Work and Leave Records, must be approved in writing by the Chief Business and Finance Officer (CBFO). Requests may be submitted to the Controller using the [Policy or Procedure Exception Request Form](#). Alternatively, a policy exception request may be submitted in the form of a memo to the CBFO. Policy exception requests must be signed by the appropriate Dean/Vice President or Associate Dean/VP.

**Forms**

**I. Electronic Forms-** available in the eUMB portal

Form Name	Completed by	Electronic-ally Sent to	Purpose
Electronic Timesheet (ETS)	Employee or Supervisor	Supervisor and Department ETS Approver	Used to document hours or days worked and leave taken (if eligible)

**II. Paper forms** can be obtained from the Financial Services website:

<http://www.umaryland.edu/financialservices/forms/>

Form Name	Completed by	Original	Purpose
<a href="#">Duty Day timesheet</a>	Faculty or Exempt Employee	Kept by Dept	Used to record days worked and leave taken when the electronic version was not entered within the window of time for on-line processing
<a href="#">Time in/out timesheet with leave</a>	Non-exempt Employee	Kept by Dept	Used to record time worked and leave taken when the electronic version was not entered within the window of time for on-line processing
<a href="#">Time in/out timesheet</a>	Hourly or Non-workstudy Student Employee	Kept by Dept	Used to record time worked when the electronic version was not entered within the window of time for on-line processing
Workstudy timesheet	Workstudy Student Employee	Kept by Dept	Used to record hours worked when the electronic version was not entered within the window of time for on-line processing

**Related Training/  
Guidance**

**I. Electronic Timesheets**

A. In the MyUMB portal Enterprise Menu: UMB Systems Tutorials Browser> eUMB Electronic Timesheets

B. UMB Systems Tutorials Browser Link:

<http://cf.umaryland.edu/ondemandtraining/enterprise/PlayerPackage/d ata/toc.html>

**II. Related Policies and Procedures**

A. All employees

1. COMAR 17.04.11.20 Official Records and Reports
2. A&F policy and Procedure 3313- UMB Payroll

B. Faculty

1. USM Policy II- 2.30 Sick Leave for Faculty Members
2. Other leave policies in USM Policy II section

C. Staff

1. USM Policy VII- 6.10 Work Schedules for Regular Exempt Employees
2. Other leave policies in USM Policy VII section