CHECKING IN AND OUT FOR NONEXEMPT EMPLOYEES: WHAT YOU NEED TO KNOW AS A SUPERVISOR AT ISU

Introduction

The University has been working toward one consistent method for collecting time for all nonexempt employees, including Merit Staff, Student Employees, Temporary Employees and other positions that fall within Fair Labor Standards Act (FLSA) compliance. Fortunately, that solution will be provided with the Workday Time application when Workday goes live on July 1, 2019.

Currently, there are a number of methods utilized for tracking time, ranging from paper to electronic, and with variations between departments. Many calculations are completed manually and allow for human error. With the implementation of Time in Workday, the concerns listed above will be addressed and many eliminated resulting in not only accurate time collected but accurate pay for employees' hours worked.

I think I've heard of the FLSA (Fair Labor Standards Act). Why is it important to checking in and out as a nonexempt employee?

As a reminder, the FLSA is a federal regulation that establishes minimum wage, overtime pay, recordkeeping, and child labor restrictions. Nonexempt employees at Iowa State are subject to FLSA minimum wage and overtime provisions. In general, nonexempt employees are eligible for overtime pay when hours worked exceed forty (40) within the university's workweek, and they are required to accurately record the hours they work.

You may recall hearing the acronym FLSA during anticipated changes in the FLSA during November 2016 or in July 2017 when changes to Iowa Code related to collective bargaining with Chapter 20 were being implemented.

OK…so what do I need to know?

Below are some key points for your attention regarding checking in and out:

- All nonexempt employees will track their time using one system – Workday. Tracy Time and other local timekeeping systems will be going away. There will no longer be a need to use paper timesheets.
- At a minimum, employees will check in and out at the start and end of their work period and at the start and end of meal breaks.
- Employees will log into Workday and check in and out via a web clock (including mobile options) or utilize a physical time clock if a Tracy Time or FP&M time clock is currently located in their department.
- Employees must check in and out to record their hours worked in order to be paid. Further, employees must submit their electronic timesheet in Workday to their manager for approval.
- Managers, Timekeepers or their delegate may need to enter or correct time on behalf of the employee to ensure accurate timekeeping and that pay is received for hours worked.
- Managers, Timekeepers or their delegate must approve the electronic timesheets in order for employees to be paid.

OK…so what should I do now?

For many employees and supervisors alike, this won't be such a huge change from what's currently taking place procedurally – but rather a new tool or system to do it in. Regardless, to be most informed, check out the following:

- Attend a WorkCyte Workshop specifically Time Tracking for Managers and Timekeepers with Nonexempt Employees. Current workshops are scheduled January 30 and February 6. Register via Learn@ISU.
- Encourage your nonexempt employees to attend a Workcyte Workshop specifically Time Tracking for Nonexempt Employees and allow them the time away to do so. Current workshops are scheduled February 6 and February 19. Register via Learn@ISU.
- Talk with your nonexempt employees about how and from what location they will check in and out if it's different than today. Will they be using a computer and utilizing the Workday web clock? Will they be utilizing a physical time clock like they do today (for Tracy Time and FP&M time clocks)?
- Do other arrangements need to be made for nonexempt employees to check in and out? Discuss your thoughts with your leadership teams if resources may be an issue or other avenues need to be explored.
- Feel free to discuss this topic as a collective group to ensure everyone hears the same message if it makes sense in your workplace. On the other hand, plan to meet with employees individually should they have specific questions related to their personal schedule, position, or situation in general.

Overall Wins for Nonexempt Employees and their Managers

You may be wondering what ISU is gaining from the Time application in Workday. Below is a list of some "wins" you may or may not have thought about:

- Should an employee transfer from one department to another, they will not need to learn a new process as to how to track their time while at work – or away. Time off requests and hours worked will be submitted and approved consistently between departments.
- Paper processes can be eliminated reducing the shuffle and potential loss of time and absence records.
- Audit trails within the system will allow employees, managers and support roles to see where a task is at and who completed which step.
- Workday dynamically calculates pay based on rules built within time calculation tags in the system – no more manual calculating needed! Examples of this include:
  - Shift Differentials: Pays the employee an additional $.60 for any shift of which four or more hours occur between 6 p.m. and midnight and $.65 for any shift of which four or more hours occur between midnight and 6 a.m.
  - Worked on Holiday: Pays the employee holiday premium pay at the rate of one and one-half the employee's regular rate in addition to their normal holiday pay.
  - Overtime: Pays the employee at a rate of one and one-half the employee's regular rate of pay.
- Workday utilizes time entry codes to differentiate the type of hours worked which then associates the correct rate of pay an employee should receive. Examples of this include:
  - Regular Hours: Pays the employee their regular rate of pay.
  - On Call: Pays the employee at a rate of 10% of their regular hourly rate of pay for time spent in this status.

- - Call Back: Pays the employee a minimum of three hours pay <u>or</u> actual time worked for work in excess of three hours.
- Employees or Managers can request comp time for hours worked over 40 to be banked versus paid out in cash. The system defaults to paying overtime in cash if comp time is not requested. The manager has final approval.
- Managers will have a variety of time tracking reports to utilize to view a population with a certain set of criteria.

What's next?

Additional resources and training related to Time and Absence in Workday and more specifically regarding Checking In and Checking Out for Nonexempt Employees are being created and will be provided in conjunction with Workday Go-Live on July 1, 2019. If you don't already, stay informed by reviewing the information on the WorkCyte website, reading Inside Iowa State articles related to Workday and keeping up on emails notifying you of resources and information pertaining to your role. Should you have questions, please email uhr@iastate.edu.