

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.D.03**

**AREA: Payroll**

**SUBJECT: Employee Time and Effort Reporting**

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1. PURPOSE

This document establishes guidelines for preparing and submitting employee time and effort 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 and effort 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 record keeping 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 component 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 prepare a time and effort report detailing time worked, and time to be deducted for vacation, sick leave or other periods not at work during regularly scheduled workdays. Each non-exempt employee must sign and date the time and effort report to certify its accuracy.
- 2.6. Each exempt employee (including faculty, administrative and professional personnel), with the exception of non-benefits eligible adjunct faculty, is required to prepare a time and effort report to certify job completed and/or record time to be deducted for vacation, sick leave or other periods not at work during regularly scheduled workdays, as applicable. Each employee must sign and date the time and effort report to certify its accuracy.

- 2.7. Each time and effort report must be approved by the employee's supervisor (or designee, in the supervisor's absence) to determine whether the employee accurately reported leave usage and in the case of non-exempt employees to determine that hours worked were accurately reported. Time and effort reports of principal investigators paid from contract and grant accounts must be approved by an individual who can verify that the work was performed by the principal investigator. Time and effort reports of all other persons paid from contract and grant accounts, must be approved by the principal investigator and an individual who can verify that the work was performed by the other person if the principal investigator cannot do so. The Dean can appoint a responsible party in their college to certify time sheets of non-benefits eligible adjunct faculty. By certifying, the responsible party is attesting that to the best of their knowledge that the non-benefits eligible adjunct faculty member is performing their responsible duties. The Chancellor, or designee, shall approve the time and effort reports for the component university Presidents.
- 2.8. Time and effort reports (except for non-benefits eligible adjunct faculty) must be submitted to the payroll office within the proper time frame to ensure timely payment. The time and effort reports for non-benefits eligible adjunct faculty will be retained at the unit level designated by the university and may be certified by a cover memo or other similar document listing each such faculty member. Retention requirements for the time and effort reports for non-benefits eligible adjunct faculty members are the same as for cost center verifications. Each component university will publish a payroll calendar reflecting appropriate due dates for non-exempt and exempt employees.

3. REVIEW AND RESPONSIBILITIES

Responsible party: Associate Vice Chancellor for Finance

Review: Every three years, on or before December 31

4. APPROVAL

Approved John Rudley  
Vice Chancellor for Administration and Finance

Jay Gogue  
Chancellor

Effective Date: November 30, 2005

6. INDEXING TERMS

Time and effort report