

## **Time and Attendance Records**

It is the policy of Detroit Mercy to comply with applicable laws that require accurate records of all hours worked by exempt and non-exempt employees and the maintenance of such records. To ensure that such records are maintained and accurate pay generated on time, non-exempt employees must record their hours daily in the timesheet deemed appropriate by Human Resources. Such recorded time is to include regular work hours, time off associated with leave accruals, and overtime (time worked over 40 hours in a week). Exempt employees are required to record time off in accordance with the applicable accrual policy. Once the employee has entered their time and submitted the timesheet to their supervisor for approval, the supervisor will review, resolve any discrepancies and ensure any overtime is properly coded before approving the timesheet for payroll processing. Falsification of time worked or leave time taken by an employee or their supervisor is a breach of University policy and is grounds for corrective counseling up to and including termination of employment.