



Time Collection (Interim Policy)

For: NonAcademic Staff

Subject: Wages and Salaries

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Applicability

In conformance with the [Fair Labor Standards Act](#), all nonexempt employees are required to submit their time worked on an approved university time collection system. The biweekly paycheck calculation is based on the employee's time submitted.

Recording Time

Employees are to record their time in whole numbers and decimals rather than fractions. For example, 7.8 should be recorded instead of 7 4/5. Six minutes equals one tenth of an hour. Employees are to record their time according to the time collection instructions and errors in recording time must be corrected in accordance with the time collection instructions.

Ensuring Accuracy

Person(s) responsible for time collection must take steps to ensure the accuracy of the data collected. When a person(s) (e.g. employee, supervisor and/ or responsible designee) submits/approves time collection data, he/she is attesting to the accuracy of that data. Knowingly approving inaccurate time collection data is in violation of university policy and illegal under the Fair Labor Standards Act, and may subject the person(s) to disciplinary/legal action (up to and including discharge).

Suspected violations of policy involving time collection records that are alleged to include intentional misstatement or omission of information should be directed by the unit head to the University Audit Office for handling. Refer to [Policy 3.6, Financial Irregularities](#).

HUMAN RESOURCES POLICY

NOTE:

For Cornell University policy information, visit the [University Policy Office](#).