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## 2408 TIME REPORTING

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Effective: December 1986  
Revised: April 2013  
Last Reviewed: April, 2016  
Responsible Office: Comptroller  
Approval: Comptroller

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### PURPOSE

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To establish policy governing time reporting for weekly paid University employees (positive and exception reporting). Time reporting records hours worked for hourly University employees and records exception hours, i.e., vacation, sick and personal time taken, for weekly salaried employees.

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### POLICY

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1. Departments are responsible for ensuring that all time reporting that will impact an employee's pay are entered into the Payroll system by the scheduled due date. See current payroll schedule here <http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/>
2. Each department is responsible for establishing procedures to record hours worked by hourly paid employees and sick, vacation and personal time taken for all other weekly salaried employees. Each employee should be informed of the departmental procedure to ensure that his/her time is recorded correctly.
3. Each department or reporting unit should have at least two individuals who have been trained to enter the appropriate time into the payroll system, or have in place other appropriate backup procedures, in order to ensure on-line time reporting completion and submission on a timely basis.