Departmental Time Record

Summary/Purpose: The qualifications for those employees whose time records must be retained and the retention rules are given.

A Form UM4/HR12 or an approved alternate form must be prepared for hours worked each payroll period for all non-exempt employees and student employees. A Form UM4/HR12 must also be prepared for leave taken during each payroll period for all exempt employees. These forms must be signed by the employee certifying that the hours worked or leave taken is accurate, and by the department head or his/her designee (i.e. employee’s direct supervisor) stating that the hours worked and/or leave taken were approved and accurate.

Hours worked and/or leave taken during the payroll period should be entered into SAP from these forms. In each department, one employee must be responsible for entering payroll/leave in SAP, and a separate employee for approving in SAP. This segregation of duties will help ensure that errors are detected and corrected before payroll is processed, and will help minimize the opportunity for fraud.

UM4/HR12 or approved alternate forms must be retained for a period of seven (7) years or seven (7) years from the end of the grant (if employees are being paid from grant funding) by each department entering payroll and/or leave information into SAP. The records must be readily available for audit.