

Subject: Penalties for late leave & late time reporting
Date: Friday, July 15, 2011
To: Deans, Directors, and Vice Presidents
From: Tom Hoffacker, Director of Human Resources
cc: Dr. Randy Dunn, President

As a result of actions taken by the Board of Regents at the February 25, 2011, quarterly meeting related to the accurate reporting of time worked and leave taken, a schedule of penalties for late leave and time reporting will be implemented beginning with the July 2 to July 15 bi-weekly pay period to be reported by July 19, and the monthly leave reports that are due August 5. These penalties are intended to encourage all faculty, staff and student workers to report leave and time worked in a timely manner. The monies generated by the penalties will be dedicated to a student support fund for scholarships and assistance with the related costs of attendance.

For years, time and leave reporting was handled via paper reports sent to the Payroll Office. In January 2009, time and leave reporting began being submitted electronically via myGate. Since that time, a large number of faculty, staff and student worker reports are being submitted late. This new process should result in fewer late reports and raise awareness for the need to promptly report leave and time worked. It will also assist in accountability for the sick leave credit / buy back plans. In addition, it will allow us to take advantage of the efficiencies that are available with the new ERP system. The accountability schedule and a set of scenarios are attached, as well as summarized below.

For the first late leave report for monthly-paid faculty and staff, \$10 will be charged to the employee's home department if the employee did not submit the report before the deadline and \$20 will be charged to the department for each leave report that is not submitted by the approver before the deadline. For hourly employees submitting a late time report (including student workers), \$5 will be charged to the employee's home department if the employee did not submit the report before the deadline and \$10 will be charged to the department for each time report that is not submitted by an approver before the deadline. These fines will continue to increase by \$5, \$10 and \$20 respectively for each successive deadline the reports are outstanding.

For the second consecutive late leave report or late time report, an additional penalty will be levied: the employee will lose the sick leave that he or she would have accrued during the period that the leave or time was reported late. For monthly-paid faculty and staff, this is one day. For hourly-paid staff, this is slightly less than 4/10 of a day. If the approver is late, the only penalty is the incremental fine to the department.

For the third consecutive late leave report or late time report, an additional penalty will be levied: the employee will lose the opportunity to receive institutional support for travel. If the approver is late, the only penalty is the incremental fine to the department.

For the fourth consecutive late leave report or late time report, all of the aforementioned penalties will continue and a new penalty will be added: loss of the next merit pay increase to the employee not submitting a time or leave report. The faculty or staff member will not be eligible to receive a pay increase when it is next implemented. If the approver is late, the only penalty is the incremental fine to the department.

Questions may be answered by Stephanie Jennings at extension 4175.