TIME CLOCK & WEB CLOCK PROCEDURE

Time Clock Procedure

General Requirements:
1. All employees are expected to have a U-M ID card (M-Card) available for punching in and out.
2. ID cards must be in good working order. Employees must promptly replace ID cards that are broken, lost or stolen so they can continue to use the time clock.
3. Instructions for using the time clock are posted beside it.
4. Punch in at the beginning of every shift and out at the end of every shift.
5. Supervisors will show employees how to use the time clock. Please ask your supervisor if you have any questions.

Temporary Employee (Including U-M Students) Time Clock Procedure
1. Employees must use their ID card to punch in/out.
2. Employees are paid for their actual time worked.

Bargained For Employee Time Clock Procedure (AFSCME & Trades)
1. Employees must use their ID card to punch in/out.
2. Employees are paid their “Standard Hours” as scheduled, and all exception time as approved by their supervisor.
3. Punching in or out for another employee is not allowed. Employees will be subject to immediate disciplinary action.
4. All exception time (including PTO, Overtime, Shift Premium) must be approved by your supervisor ahead of time.

Supervisor Responsibility
1. Send all New Hire paperwork (for Temporary employees) to DSA HR/Payroll Office PRIOR to the employee’s first day worked.
2. Supervisors are responsible for communicating the expectations to the assigned employees by providing them with a copy of the “Time Clock Procedure” upon hire.
3. Supervisors are responsible for checking the time clock records daily to verify the time punched in/out by the employee matches the employee’s regular scheduled shift.
4. Supervisors will take the appropriate progressive disciplinary action when an assigned employee does not comply with the guidelines for time clock usage.
5. Supervisors are strongly encouraged to approve all in/out punches on a daily basis.
6. Supervisors will enter and approve online all Overtime (OTP) for Temporary employees.
7. Supervisors will enter and approve online all Exception time for AFSCME employees during the current pay period.
8. Supervisors will make all corrections to in/out punches as necessary, and MUST include a comment.
9. All prior period adjustments must be emailed to the appropriate DSA HR/Payroll representative with a detailed explanation for the change.
10. Supervisors will approve all Punch Time by 10:00 am on Monday of the Pay Week.
11. Supervisors will run the “Payable Time Query” after all time is approved online on Monday of the Pay Week.
12. Supervisors will reconcile the “Payable Time Query” to the Gross Payroll Register (GPR) each month.
13. Supervisors will complete Termination paperwork immediately once the employee’s appointment ends.

DSA HR/Payroll Office Responsibility
1. Set employees up in the time clock once the new appointment is data entered.
2. Notify supervisor that employee may begin using the time clock.
3. Monitor un-approved time and notify the appropriate supervisors on a weekly basis.
4. Monitor missing in/out punches
5. Monitor Exception Code data and appropriate use of Overtime codes.
6. Monitor “Payable Time Query” and reconciliation to the Gross Payroll Register (GPR).
7. Remove employees from the time clock once termination paperwork is received from the Department.

M: DSA HR Office, HR Documents, “Time Clock & Web Clock Procedure”
Web Clock Procedure
The web-based time clock system can be accessed through Wolverine Access on designated Bert’s Café, CIC, MUJO Café, and Palmer Commons computers. This electronic reporting process will require the appropriate Temporary Employees to punch in and out to record their working hours.

In the event of a Web Clock malfunction:
1. Notify your supervisor immediately.
2. You will be required to provide the dates, start and end times of your shift.
3. It is your responsibility to make sure your supervisor receives your in/out punch information.

Temporary Employee (Including U-M Students) Web Clock Procedure
1. Employees must punch in and out according to their regular work schedule.
2. Each employee will ONLY punch in and out at their designated departmental computer.
3. Employees are paid for their actual time worked.

Supervisor Responsibility
1. Send all New Hire paperwork (for Temporary employees) to DSA HR/Payroll Office PRIOR to the employee’s first day worked.
2. Supervisors are responsible for communicating the expectations to the assigned employees by providing them with a copy of the “Web Clock Procedure” upon hire.
3. Supervisors are responsible for checking the web clock records daily to verify the time punched in/out by the employee matches the employee’s regular scheduled shift.
4. Supervisors will take the appropriate progressive disciplinary action when an assigned employee does not comply with the guidelines for time clock usage.
5. Supervisors are strongly encouraged to approve all in/out punches on a daily basis.
6. Supervisors will enter and approve online all Overtime (OTP) for Temporary employees.
7. Supervisors will make all corrections to in/out punches as necessary, and MUST include a comment.
8. All prior period adjustments must be emailed to the appropriate DSA HR/Payroll representative with a detailed explanation for the change.
9. Supervisors will approve all Punch Time by 10:00 am on Monday of the Pay Week.
10. Supervisors will run the “Payable Time Query” after all time is approved online on Monday of the Pay Week.
11. Supervisors will reconcile the “Payable Time Query” to the Gross Payroll Register (GPR) each month.
12. Supervisors will complete Termination paperwork immediately once the employee’s appointment ends.

DSA HR/Payroll Office Responsibility
1. Set employees up in the web clock once the new appointment is data entered.
2. Notify supervisor that employee may begin using the web clock.
3. Monitor un-approved time and notify the appropriate supervisors on a weekly basis.
4. Monitor missing in/out punches
5. Monitor Exception Code data and appropriate use of Overtime codes.
6. Monitor “Payable Time Query” and reconciliation to the Gross Payroll Register (GPR).
7. Remove employees from the web clock once termination paperwork is received from the Department.

Misuse of the time clock in the following ways may result in disciplinary action, up to and including discharge:
1. Use of another staff member’s M-Card to punch in or out.
2. Punching in or out for another person. Both employees are subject to immediate discipline.
3. Failure to have an M-Card to punch in and out.
4. Repeated failure to punch in or out according to your assigned work schedule.
5. Leaving the work environment while punched in, while not on a break, or on departmental business.
6. Using the time clock equipment in a destructive manner.
In the event of a time clock malfunction:
The time clock has a battery back-up and will continue to accept in/out punches when the electricity goes out or the server goes off-line. However, if the clock doesn’t work for some reason, follow the procedure below.

1. Notify your supervisor immediately.
2. You will be required to provide the dates, start and end times of your shift.
3. It is your responsibility to make sure your supervisor receives your in/out punch information.

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