

STAFF WAGE AND HOUR POLICIES

Time and Attendance Records

The U.S. Department of Labor and the State Industrial Welfare Commission require that the hours worked each workday by non-exempt employees be recorded. These records must be retained for four years after the last entry. The university provides several approved timekeeping forms and systems. Departments wishing to use other time-reporting methods must receive approval from Personnel Services. Paper forms should be signed by both the staff employee and his or her supervisor, acknowledging hours worked. Electronic timekeeping systems must record employee submittal and supervisor approval of hours worked.

Departments must maintain records of leave accruals for both exempt and non-exempt staff employees. The university provides several approved timekeeping forms and systems. Departments wishing to use other time-reporting methods must receive approval from Personnel Services. Paper forms should be signed monthly by both the staff employee and his or her supervisor, acknowledging the current balance of vacation and sick leave accruals. The form or system should also note the maximum number of days in each category, indicating when accruals will cease. Leave accrual records must be retained for four years from the last date of entry.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010. Sample forms for attendance records and leave accruals may be obtained from these offices.

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