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**TO:** College of Engineering SPA Employees  
Supervisors of SPA Employees

**FROM:** Nino A. Masnari *N. A. Masnari*  
Dean

**SUBJECT:** SPA Employee Time Records & Policies

**Date:** February 2, 1998

Federal law requires that time records be maintained for employees subject to overtime. The NCSU Time record (HR-010) is required for recording daily work time for these employees. North Carolina State policy requires that ACTUAL arrival/departure time must be entered on the Employee Time Record. For example, when an employee arrives at 8:20 a.m. then he/she must record this time on the time sheet. A falsified NCSU Time Record violates State and University policy and anyone who prepares, certifies, or approves a falsified record is subject to disciplinary action.

It has been the College policy (if approved by the individual's work unit) to allow employees to recover occasional work time lost due to personal reasons, such as doctor's appointments, etc., by working during the lunch hour or extending the workday. In each instance, an employee who wishes to exercise this privilege is expected to obtain approval from her/his immediate supervisor to recover lost time **BEFORE** their absence from work. Recovery of lost time by working during the lunch hour or by extending the day is only possible during the week in which the employee was absent from work. Policies do not permit an employee to work more than 40 hours during a given week without compensatory time given or overtime compensation. This does not apply to "exempt" status employees. In addition, an employee who recovers lost work time by working during the lunch hour must so indicate on the monthly time record.

If an SPA employee and their supervisor have "special circumstances" that warrant hours over 40 during any given week, the attached form must be completed prior to the hours being worked. The request should contain the signature of the SPA employee (signifying their willingness to work overtime) and the signature of the supervisor (signifying their agreement to cover the cost of the overtime from an account other than state appropriated funds, or acceptance of the overtime as compensatory time). Note that compensatory time converts to paid overtime if not used within one year from the time that it's earned.

If overtime work is requested and approved, these hours must be appropriately reflected on the employee's HR-010 Time Record.

**All Time Records (HR-010) requesting overtime payments must be submitted to Engineering Personnel Services along with the justification form, prior to being submitted to the Payroll Office.**

If overtime is performed without prior approval by the supervisor and Department Head it is considered unauthorized. Disciplinary action can be taken on all unauthorized work as per section "1200 - Disciplinary and Grievance" in the Human Resources Policy and Procedures Manual. The Human Resources Policy and Procedures Manual is on file in each of the departmental offices or in the office of Engineering Personnel Services - 115 Page Hall. You may also view the manual on the web under Human Resources at <http://www2.acs.ncsu.edu/hr>.

If you have any questions, please call Rebecca Benton @ ext. 5-3994 or e-mail her at [Benton@page.ncsu.edu](mailto:Benton@page.ncsu.edu).