



University of Colorado

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EMPLOYEE SERVICES

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Employee Work/Leave Record

Officers and/or administrators must maintain accurate, complete vacation and sick leave records for all classified and university staff within their departments/units. While managers of state classified employees must track both time worked and leave usage, those supervising university staff must track leave but are not required to record time worked.

- Use the University of Colorado Employee Work Record (EWR) Form to track employee vacation and sick leave. This form also complies with Fair Labor Standards Act (FLSA) record-keeping requirements and easily verifies leave benefits involved in termination, retirement or inter-institutional transfer (see the [Fair Labor Standards Act \(FLSA\)](#) ^[1] page).
- Each month, supervisors should verify and sign off on their employees' work records. Supervisors also should regularly reconcile differences between vacation and sick balances on the employee work record and within the Human Resources Management System (HRMS) to prevent incorrect docks in pay. Vacation and sick leave balances must also be accurate in the system before processing a final payment for a terminating or retiring employee through Time Collection.

Departments must maintain an employee work record or timesheet for all hourly employees, all non-exempt (eligible for overtime) employees, and all employees eligible for vacation, sick and other leave usage. The employee work record is the primary source of time worked and leave used for classified employees, and of leave used for university staff (formerly professional exempt employees). This information must be retained for both internal and external audits, including audits of contracts, grants, student financial aid or Fair Labor Standards Act (FLSA) compliance. For federal FLSA requests for audit review, records must be made available within 72 hours following the notice. **Failure to maintain these records may result in the employing department assuming responsibility for any fines or penalties that may result.**

The employee signs his/her timesheet or leave record at the end of each pay period (every two weeks for bi-weekly, once each month for monthly paid employees). The employee timesheet or work record must include one of the following certification statements (based on the bi-weekly or monthly pay cycle), signed by the supervisor and the employee:

Monthly certification statement

I certify hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned, or taken as compensatory time was reported and approved

by my supervisor.

Bi-weekly certification statement

OVERTIME ELIGIBILITY: This position is eligible for overtime and/or compensatory time payment. Any overtime worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime worked may result in a corrective or disciplinary action, which may include termination of university employment.

By signing below, both employer and employee certify that:

1. 1. *The hours and minutes shown herein are a complete and accurate record of time worked each day, and for the reporting period. All overtime earned or taken as compensatory time was reported and approved by my supervisor, and the work was performed in a satisfactory manner.*
2. *The FOPPS identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the FOPPS listed.*
3. *If applicable, the student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.*

University policy permits a department to develop and use its own Employee Work Record Form. However, all required FLSA information must be included and the form must be approved by Human Resources (see the [Fair Labor Standards Act](#) ^[1] page). Find [examples of university Employee Work Record forms](#) ^[2].

Note: Check with your campus personnel department to see if it has developed its own EWR form.

Rounding of Overtime Hours (FLSA Non-Exempt State Classified Employees, Eligible for Overtime)

Overtime is calculated based on the total time worked in the work week, or designated work period, rounded to the nearest quarter-hour. As such, time worked must be recorded in 15-minute units (rounded to the nearest quarter-hour).

For example:

- An employee worked from noon to 5:08 p.m., a total of 5 hours and 8 minutes. He/she would be paid for 5 and 1/4 hours (the .08 minutes are rounded up to the next quarter-hour). Time entry input of 5.25 hours worked would be entered.
 - If this employee had worked until 5:07 p.m., he/she would be paid for exactly 5 hours (the .07 minutes are rounded down to the next quarter-hour). Time entry input of 5.00 hours worked would be entered.
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Source URL: <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedure-95>

Links:

[1] <http://www.cu.edu/employee-services/fair-labor-standards-act-flsa>

[2] <http://www.cu.edu/employee-services/policies/employee-work-record-example-monthly>