Guideline 626 - Library & Gallery Guidelines for Timesheet Completion (Library Faculty)

General

These procedures shall be in force for Library Faculty until such time as they are superceded by UMBC promulgated positive time reporting procedures for faculty generally under USM BOR policy II.2.30, section IV.B.

Library Faculty are expected to work as necessary to ensure satisfactory completion of their responsibilities. A full-time library faculty appointment typically requires a commitment to work, on average, a minimum of 40 hours per week to fulfill their basic responsibilities. This is due to the workloads implied by job descriptions, not timekeeping requirements. Work schedules are established with supervisors and should reflect this average minimum as well as unit needs. Faculty should expect to sometimes work a reasonable number of additional hours to complete their responsibilities. Should such additional work hours, special projects, etc., pose an undue burden on a faculty member, the faculty member should discuss their specific situation with their supervisor in order to identify an appropriate solution. Faculty are not eligible for cash overtime payment.

Timekeeping Requirement

As required by the USM Board of Regents Policies and the UMBC Faculty Handbook Policy (11.5, IV B), all faculty must complete positive time reports in accordance with procedures to be established by the institution. (As of January 2001 the form of timekeeping record in use at UMBC is a standard timesheet covering a work period of two weeks.)

Timesheets must be completed and signed in ink without use of correction fluid (“white-out”). Corrections to duty days recorded on the timesheet must be held to a minimum and initialed by the employee.

At the end of the pay period covered by a timesheet, the employee should sign and date the timesheet no earlier than the last day reported worked on that timesheet. The approving supervisor afterwards checks, signs, and dates the timesheet and forwards it directly (i.e., without the employee having access to the timesheet again) to the Library Administrative Offices as soon as possible (preferably on the Monday immediately after the pay period.) The signatures of employee and supervisor on the completed timesheet constitute verification that the reporting is accurate and complete.

As required by the UMBC Faculty Handbook (11.5, IV B), the Library Administrative Offices shall retain time reports for each individual for five years, and shall retain summary records of these reports until the individual leaves employment.

Reporting Days Worked and Leave Taken on Timesheets

- Faculty do not report actual hours worked (e.g., 8 am - 5 pm) nor work schedules on the timesheet.
- Faculty must not report partial duty days worked, or indicate the type and amount of leave taken in full day increments to cover the full length of the expected duty day(s).*
- If the day is a scheduled work day, but no duties were performed, indicate the type and amount of leave taken in full day increments to cover the full length of the expected duty day(s).*
- If only a partial duty day was worked, the faculty member should either mark a “D” in the corresponding box (indicating some portion of a duty day was worked), or indicate the type and amount of leave taken, depending on what arrangement the faculty member made for that day.
- Leave blank any days not ordinarily scheduled for work (such as weekends).

Notes:

1. In some instances when a faculty member has worked less than a 40 hour work week, this timesheet procedure will not reflect that fact. For example: it is permitted that a faculty member indicates five duty days on the time sheet for the week and no leave taken yet the faculty member worked a total of 35 hours due to a five hour medical appointment. Similarly, a faculty member's having worked more than 40 hours in a work week would not be reflected on the time sheet.
2. Timesheets normally reflect that a normal work week is at least 40 hours, divided into 5 duty days of 8 hours each. This work week would be shown as five “D”s on the time sheet. However, other work patterns are also accommodated by the timesheet, e.g. a four day workweek, or an irregular schedule with a small number of duty days in one week and a large number of duty days on the next.
3. In recording leave used and tracking leave balances for faculty members, a day of leave taken must be translated into hours. This is done by referring to a faculty member's established schedule and recording on the timesheet the number of hours that would have been worked on the day leave is taken. For example, if a faculty member's work schedule is normally six hours on Friday, and the employee takes an annual leave day on Friday, it would be recorded as 6 hours of leave taken, not eight. Another example would be if a part-time faculty member whose work schedule is five hours a day, four days a week took a day of leave, five hours of leave would be recorded on the timesheet.

By signing the timesheet the library faculty member attests to the accuracy and completeness of the information therein.

By signing approval of the timesheet, the supervisor indicates his/her concurrence with the reported performance of duties and his/her concurrence with arranged absences from duties. The supervisor signature does not reflect that the supervisor has personally verified the details reported on the timesheet.

* APPROVED LEAVE

State, USM, and UMBC policies govern earning and use of various types of paid and unpaid leave. Use of leave requires concurrence of the supervisor and entails giving as much notice as possible to the supervisor so alternate arrangements can be made for the conduct of business. Faculty should consult their supervisor to determine the preferred means of leave request, notification of absence, etc. Certain types or circumstances of paid or unpaid leave may require additional supporting documentation as noted in USM or UMBC policies.

References:
USM Board of Regents Policy II-2.40
USM Board of Regents Policy II-2.30
UMBC Faculty Handbook

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