

# STATE OF COLORADO

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## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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6 February 2009

Bill Ritter, Jr.  
Governor

**Policy Title:** Time Sheets

H. Michael Edwards  
Major General  
The Adjutant General

**Effective Date:** 1 March 2009

**Summary:** Provides Policy on Time Sheets

**Applicability:** All State Employees of DMVA

**Staff Proponent:** Director of Human Resources

**Supersedes:** Memo 16 November, 2004; Time Sheets for Exempt Employees

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**A. Purpose:** To provide Department Policy on Time Sheets

**B. Background:** The Fair Labor Standards Act (FLSA) requires that basic time records be maintained for both exempt and non-exempt employees.

### C. Definitions:

1. *Non-exempt* employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are normally required to account for hours and fractional hours worked. Non-exempt employees must be compensated for all hours worked overtime at the premium (time-and-one-half) rate of pay. All states have this requirement for overtime hours as a result of the FLSA and its FairPay revisions of August, 2004 which take precedence over state laws.
2. *Exempt* employees are those that are exempt from some provisions of the FLSA (such as minimum wage and overtime pay regulations).

### D. Policy:

1. All DMVA employees are required to turn in a biweekly or monthly time sheet to DMVA Accounting and Finance, Payroll office.
  - (a) For FLSA non-exempt employees *who are paid on a monthly basis*, a single time sheet is required at the conclusion of each month.
  - (b) For FLSA non-exempt employees *who are paid on a bi-weekly basis*, this represents no change.
  - (c) For FLSA exempt employees, this replaces the requirement from November 2004 to turn time sheets into supervisors. This new policy is in effect to assist in documenting workload and to properly account for time worked.

2. Time sheets must be certified by both the employee and the supervisor and are the basis for overtime calculation and compensation for non-exempt employees.
3. All employees, both exempt and non-exempt, must prepare and submit a time sheet to their supervisors for review and approval.
  - (a) Permanent full-time employees paid on a monthly basis prepare a monthly time sheet (available on the DMVA website under Human Resources, Forms).
  - (b) Temporary and part-time employees paid on a biweekly basis prepare a biweekly time sheet (available on the DMVA website under Human Resources, Forms).
4. Supervisors must timely forward the original time sheet to the Payroll office. Time sheets e-mailed or faxed to the supervisor are acceptable as long as the copies submitted to Payroll contain the supervisor's original signature.
5. The following provisions apply to time sheets:
  - (a) Time sheets should record time worked in 15-minute units (rounded to the nearest quarter hour). An employee shall not be required to start early or leave late by less than 7 ½ minutes in order to avoid paying for the 15-minute unit.
  - (b) Breaks during work are not mandatory. If granted, breaks of up to 20 minutes are authorized and counted as time worked. They need not be recorded on time sheets. Breaks will not offset other work time, substitute for paid leave, be taken at the beginning or end of the workday, nor be used to extend meal periods.
  - (c) All time sheets should arrive in Payroll by Tuesday of the week following completion of the pay period. (Pay period schedules are available from Payroll.) This ensures prompt payment of overtime, shift pay, and other pay adjustments.
  - (d) Supervisors will be notified of any incorrect or missing time sheets. Time sheets with white-out or cross-out errors are not acceptable and will be returned to the supervisor for a clean copy with signatures.
  - (e) Periods where the employee or the supervisor is unavailable for signature when time sheets are due, the employee or supervisor must submit a copy of the time sheet without the signature of the absent party. However, the fully signed version must be submitted to Payroll within two days of the absent party's return to work.
  - (f) Supervisors should maintain copies of all time sheets for at least one year. After one year, supervisor copies should be shredded.
  - (g) Compensatory time is not leave but a form of compensation. Therefore, it is not included in the overall calculation of work hours when overtime occurs.
  - (h) Ordinary travel to and from work is not work time. Travel from work site to work site is work time. When an employee is required to travel a substantial distance to perform a job away from the regular work site, the travel is work time.
  - (i) Mandatory training or meetings are work time. Voluntary training during work hours, as approved by the appointing authority, which is directly related to an employee's job and is designed to enhance performance, is work time. Voluntary training after hours to gain additional skill or knowledge is not work time even if it is job related.

**Official:**

//signed//

H. Michael Edwards  
The Adjutant General

**Distribution:** DMVA Employees and Supervisors  
DMVA Website