



"Creating an excellent  
college experience"

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<b>Section:</b> Human Resources	
<b>Subject:</b> Approval of Employee Hours Worked	

## **Approval of Employee Hours Worked:**

Per USU Policy, Managers need to check all of their employee's time cards for accuracy. Reports will be sent out every Monday for the past week. This will ensure that employees are only working hours scheduled and to review that they are also following policy with regards to breaks.

### **Procedure:**

1. Every Monday a PDF listing of all current employees and the hours that each employee worked for the previous week will be e-mailed each Operations Manager.
2. All Operations Managers will review employee hours, evaluate any and all overtime, correct any hours that may be wrong and forward the e-mail to the Executive Director with a statement that the hours are correct.
3. An explanation should be added for any employees working over 30 hours per week who are NOT currently on ACA