



## 7.12 RECORDING TIME & LEAVE

### 7.12.1 INTRODUCTION

Accurate recording of hours worked and annual or other leave used is essential to ensure the accuracy of employee paychecks, the accuracy of the University of Tennessee Foundation (UTFI) records, and the ability to audit for compliance with UTFI policies.

### 7.12.2 GENERAL POLICY

1. **EXEMPT EMPLOYEES:** Each exempt employee will record leave (annual, sick, etc.) taken on the [7.16.2 Monthly Time Report](#) no later than the 5<sup>th</sup> of each month for the previous month.
  - a. The immediate supervisor should verify the leave hours recorded for accuracy and approve before forwarding for entry in IRIS.
  - b. Exempt employees may submit time reports electronically so long as the supervisor is copied on the electronic transmission; the supervisor must approve electronically before the time report can be entered in IRIS.
2. **NON-EXEMPT EMPLOYEES:** Each non-exempt employee will complete the [7.16.1 Biweekly Time Report](#) or [7.16.2 Monthly Employee Time Report](#) (depending on whether the employee is paid biweekly or monthly) no later than the deadlines set by the University Payroll Office. The immediate supervisor should verify the hours recorded for accuracy and approve before forwarding for entry in IRIS.

### 7.12.3 FALSIFICATION

Falsification of time reports is grounds for immediate discharge.