

**Time and Leave Keeping Audit Certification**  
**Return to Human Resources by January 31, 2012**

All wage hour subject (non-exempt) employees maintain a monthly timesheet and enter daily hours worked as well as track leave taken on this form.	Yes	No
All wage hour subject employees are compensated at time and one half for over 40 hours worked in the university work-week (Sunday midnight to Sunday midnight).	Yes	No
No wage hour subject employee has a compensatory time balance in excess of 240 hours. Whenever an employee's comp time balance exceeds 240 hours, the excess is paid out on the next available payroll.	Yes	No
Comp time hours for wage-hour exempt employees are accrued at not greater than an hour for hour basis. Hours are either used within 12 months of date earned or removed from time records.	Yes	No
All wage-hour exempt employees maintain a record of leave taken.	Yes	No
Compensatory time is taken before vacation leave and before sick leave when required.	Yes	No
All employees showed required vacation or comp time taken for winter break unless approved exceptions for time actually worked were noted on leave records.	Yes	No
Year end vacation leave balances in excess of 240 (adjusted for less than full-time employees) have been transferred to sick leave and January 1 timesheet balances reflect the transfer.	Yes	No
End of year negative sick or vacation leave balances have been brought to "0" and <b>employees have been notified by the departmental timekeeper that payroll deductions to clear negative balances will be made in the February pay check.</b>	Yes	No
Make up time has been scheduled for all negative comp time hours that were approved for the December required vacation days.	Yes	No
All leave balances on employee time sheets or leave cards are in sync with Banner leave balances as reflected in the leave audit reports provided by Human Resources, or as corrected on either the paper records or in Banner. <b>Employees have been advised of the corrections.</b>	Yes	No

The following time sheets are not in balance with Banner and are in the process of being reconciled.  
 "Work Sheet for Leave Discrepancies" and time sheets for each employee listed below were faxed to HR.

\_\_\_\_\_

Audit Confirmations:

Department Name: \_\_\_\_\_

Org : \_\_\_\_\_

Timekeeper signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Timekeeper Name: \_\_\_\_\_

Department Head signature: \_\_\_\_\_

Date: \_\_\_\_\_