



POLICY NAME	Time Reporting and Leave Request Policy	POLICY NO.	BA471
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs - Payroll		
EFFECTIVE DATE	15-DEC-2014	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

To ensure accurate record keeping and payroll processing, and to comply with Federal and State regulations and Labor Laws.

POLICY:

All employees are responsible for maintaining accurate time reporting for hours worked and time away from work.

EXEMPT EMPLOYEES:

Time keeping is not required for Exempt employees. Exempt employees request leave through workflow by accessing their Mustang Express account, completing a leave request by designating the type of leave (i.e., Annual, Sick, Bereavement, Inclement Weather, Jury Duty, or Leave without Pay), and submitting it to their supervisor for approval. The employee will be notified via email whether the leave has been approved or denied. Upon approval the request will be forwarded to Payroll for processing. Please note that leave balances do not update when leave is approved, they update when payroll is processed.

The workflow program shows the employee how many hours of annual and sick leave are available to be taken. If the leave request is denied, the employee is notified through workflow and no further action is taken. If the leave request is approved, workflow notifies the employee, and the leave request is forwarded to the Payroll department for processing in the appropriate pay period contingent upon receipt.

NON-EXEMPT EMPLOYEES:

Non-exempt employees' hours worked, and leave taken are reported on the employee's time sheet in web-time reporting, which can be accessed through their Mustang Express account.

The process for requesting leave is determined by each departmental process. Time sheets must reflect accurate hours worked and time away and must be submitted by the deadline listed on each time sheet.

If a timesheet is submitted to payroll after the deadline, the employee will be paid on the Wednesday following the scheduled payday.

Instructions for time reporting, as well as holiday and payroll calendars, can be found on the [WNMU Human Resources](#) website.