

Time Keeping Supervisory Responsibility

Definition:

Indiana University currently requires that an employee's hours be approved by a supervisor with direct (reasonable) knowledge of the employee's hours worked. This approval can be delegated to others who are in relative close proximity to where the employee works and is within the same business unit. Campus or RC Fiscal Officers must approve exceptions to the above conditions.

- I understand as a supervisor or delegate I am required to review and approve time and attendance reports for employees under my supervision.
- This review and approval is necessary to ensure employees receive proper payment.
- I understand during this review and approval cycle it may be necessary for me to modify or correct employee's time and attendance records each pay period in order to provide timely accurate payments.
- I also understand employees have a right to review all changes made and discrepancies may require additional review by me and unit management as needed.
- I understand as a supervisor I may not intentionally approve false records. My approval is based on my reasonable direct knowledge that employees were present for the specific recorded times.
- Failure to comply with any of the above regulations could result in disciplinary actions up to and including termination.
- I understand the above statements and it was reviewed with me. _____

Signature of supervisor or delegate

Date

Print Supervisor's / Business unit name _____

Signature of business unit

Date

Please print this form and have it signed and dated by the supervisor or delegate and business unit. Make **two copies**: one copy to stay in the department and the other to be given to the supervisor or delegate. The **original** copy: mail to Beth East, HR Poplars #165.