
WVU POLICY

DIVISION OF FINANCE

Time-Clock Policy

1. PURPOSE & SCOPE

- 1.1. **Purpose** – The purpose of this policy is to establish the guidelines pertaining to the ownership, placement, installation, maintenance and responsibility for time clocks on the WVU Campus and all divisional campuses and affiliates for use by hourly employees.

- 1.2. **Scope** – This policy applies to all West Virginia University departments, including those on the regional campuses - Potomac State College of WVU, WVU Institute of Technology, Charleston division of the Robert C. Byrd Health Sciences Center, Jackson's Mill State 4-H Conference Center and Camp, and the WVU Farms – and the West Virginia University Research Corporation.

2. POLICY

WVU will provide electronic timekeeping provisions for any hourly/non-exempt employees to insure correct and timely compensation. As a university asset they will be placed for use in accordance with the considerations provided for below and be subject to university provisions applicable to institutionally owned assets. Time clocks are the property and responsibility of the Payroll Department within the Division of Finance.

Factors for Consideration of purchase and installation of time clocks include but are not limited to:

1. Availability of computers for employees to record their time.

2. Number of employees in a work location, for example, a large number of employees recording their time at the same time of day or night (shift workers).

3. Ease of accessibility for all university employees.



4. WVU Internet connection availability.
5. Electrical connection availability.
6. Location.
7. Security.
8. Costs.
9. Leased or rented facilities.

University administration will establish the standard for these clocks and provide them (along with their installation and maintenance) where a clear rationale exists for a time clock placement.

3. DEFINITIONS

- 3.1. Time clocks are physical clocks located centrally in buildings across campus. Time clocks capture punches for employees who do not access or use a computer daily or on a routine basis.
- 3.2. The web clock is accessible to all employees who use a computer daily or on a routine basis and can be used in lieu of a physical wall clock. The web clock requires no installation or special software to use. Employees can access the web clock directly in the current timekeeping system.

4. RESPONSIBILITIES

- 4.1. **Interpretation** – The responsibility for interpretation of this policy rests with the Senior Associate Vice President for the Division of Finance or designee.
- 4.2. **Application** – The responsibility for application of this policy rests with the Payroll Department.
- 4.3. **Procedure Development** – The responsibility for procedure development of this policy rests with Payroll Department within the Division of Finance.

5. AUTHORITY & REFERENCES



- 5.1. WVU Board of Governors Finance & Administration Rule 5.1 Approvals and Delegation of Authority for Financial and Administrative Matters (under consideration for approval and out for public comment).

6. SUPERCEDES

- 6.1. This policy supersedes all other Time Clock policies, procedures or guidelines at the University to the extent those documents are inconsistent with and fall under the scope of this policy.

Signature: Barbara Weiss Date: Apr 3, 2024

Barbara Weiss
Senior Associate Vice President – Division of Finance



FIN-PAYROLL-2 Payroll_ Time Clock Policy

Final Audit Report


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