

Time Tracking Record Instructions

Fair Labor Standards Act (FLSA) requirements are referenced in MSU Human Resource policies on the [HR website](#).

The requirement to track employee time is separate and distinct from the need to report time for payroll payment purposes. **FLSA requires that a record of total hours worked each day be maintained for all employees considered non-exempt.**

The "Time Tracking Record" is an appropriate mechanism for use in tracking time. (The form is available on the [HR website](#).) Other departmental mechanisms may be used, as long as they:

1. Ensure the non-exempt employee records hours worked on a daily basis,
2. Provide for an employee and supervisory sign-off on a (at a minimum) weekly basis
3. Provide for the maintenance of the record for at least three years at the departmental level.
(In the event that this form is used in an electronic manner, the use of the msu.edu email address will be required as the signature authority for the transaction.)

Employees on Fixed Schedule: A non-exempt employee may keep a record showing the exact schedule of hours and merely indicate whether he/she followed the schedule. Where variances to the fixed schedule occur, actual hours worked for that day must be recorded.

Using the Time Tracking Record:

1. A Time Tracking Record **must be maintained for each non-exempt employee**. The Time Tracking Record can be kept on paper or electronically
2. **Time worked** must be tracked daily, by the employee, and recorded to the nearest tenth of an hour. Time worked can be designated as "H" (i.e. 8.0H)
3. **Leave time** may also be tracked. Although it is not required by FLSA or policy, it may be helpful to include it. The following legend can be used to note various leave time types:
 - V - Vacation
 - S - Sick
 - P - Personal
 - FV – FMLA vacation
 - FS – FMLA sick
 - C - Compensatory time
 - U - Unpaid
 - O – Other (jury duty, union meeting, etc.)
4. **Employee must sign or initial** the time tracking record.
5. **Supervisor must review and verify** by signing or initialing the time tracking record **on a weekly basis**.
6. **Time Tracking Record can be used as the basis for reporting time worked and leave taken into the CATS system for payroll processing**
7. Time Tracking Records **must be retained at the departmental level for three years** from the date of creation.