

Timekeeping Guide for Hourly (Non-Exempt) Employees

Hourly vs. Salaried Timekeeping

- **Hourly (non-exempt)** employees are paid for actual hours worked.
- **Salaried (exempt)** employees are paid based on salary and only record exceptions (e.g., leave).

 **Important:** If time is not recorded in the **TAL timekeeping system**, it will **not be paid**.

Timesheet Approval & Planning Ahead

Hourly employees cannot edit their own timesheets. They can only approve them by clicking the **“Complete”** icon. This must be completed the **Monday following each payday**.

Plan ahead by:

- Submitting planned time off in advance using the Leave Request feature in TAL.
- Arriving and departing on time for work and lunch.
- Avoiding unapproved overtime.

Clocking Time in TAL

- **Webclock:** Accessible online to clock in/out
- **Physical Timeclocks:** Some buildings on the Health Campus have wall-mounted clocks that you can clock in/out using your Health Campus Employee ID. A [list of locations](#) is available on our website.

Note on rounding: TAL uses a **7-minute rounding rule** to the nearest quarter hour:

Clock Time	Rounded To
7:53 AM	8:00 AM
7:52 AM	7:45 AM
8:07 AM	8:00 AM
8:08 AM	8:15 AM

 **Do not manually adjust rounded times.** Federal law requires consistent application of rounding rules. Altering rounded times is not permitted and may result in underpayment or unintentional overtime.

Unscheduled Time

Ensure any unscheduled time (e.g., sick leave or missed punches) is entered by a supervisor or payroll coordinator to guarantee accurate pay.

 **Temporary Clock-In Disruption WARNING:** When you begin your hourly position, you will have up to a **two-day delay** to clock your work time. Your work hours should be recorded on a [paper timesheet](#) and uploaded to your timesheet in TAL. Your supervisor or payroll coordinator will need to add those work hours to your timesheet before the period closes.

Remote Work & Webclock Access

- Webclock use requires **VPN Level 2 access**. Request access through your departmental Tier 1 support.
- If unable to clock in remotely, submit a [paper timesheet](#), attach it in TAL, and have your supervisor or payroll coordinator enter the hours manually.

More Information

Visit the [Payroll website](#) and review the [Employee Manual](#) for full details on timekeeping policies at Health Campus.