

Dear Supervisors,

As we move forward into a new year, Human Resources would like to remind you of the importance of ensuring your nonexempt employees (both staff and adjunct faculty) are following proper timekeeping requirements in compliance with University policy and legal regulations. While it's important that we do things right at Pepperdine, we as supervisors also want to do the right thing by each of our employees, ensuring everyone is compensated appropriately for their work.

Please take a moment to review the following brief reminders surrounding some of the University's policies related to nonexempt employees.

## **Timekeeping**

- All time worked must be recorded accurately in Kronos, to the minute, as it occurs ([University Policy Manual Section 14.1](#)). Employees should not pre-populate their timecard with their anticipated work schedule, nor should they try to recreate their hours worked at the end of the day, week, or pay period.
  - For example, if an employee is scheduled to begin work at 8:00 AM but actually begins at 7:57 AM, the timecard must reflect 7:57 AM.
  - Supervisors should seek to ensure that time is recorded daily, as work occurs.
  - No time should be worked outside of a normally established work schedule, nor any overtime worked, without prior approval of a supervisor.

- Any time worked outside of a normally established work schedule (e.g. reading and responding to emails in the evening) and any overtime must be logged on the timecard.

## Overtime

- Overtime should be scheduled only in special circumstances. An employee should seek written approval from their supervisor if they believe overtime is needed to complete a task, and do so before working any overtime ([University Policy Manual Section 15.5](#)). Any overtime worked must be recorded on the timecard.

## Meal Periods

- A nonexempt employee working at least five (5) hours per shift is entitled to, and required to take, an unpaid, duty-free meal period of at least thirty (30) minutes that starts by no later than the end of the fifth hour of work ([University Policy Manual Section 14.5](#)).
  - For example, employees who start working at 8:00 AM must begin their meal period no later than 12:59 PM.
  - Employees who start working at 7:57 AM must begin their meal period no later than 12:56 PM.
- A nonexempt employee who works ten (10) hours on a shift is entitled to, and required to take, an unpaid, duty-free meal period of at least thirty (30) minutes that starts by no later than the end of the tenth hour of work.
- Meal periods are completely duty-free and uninterrupted, and employees are permitted to leave the work area and premises. Supervisors must not call or text employees during their meal periods or otherwise deviate from these rules.

## Rest Periods

- Nonexempt employees are expected to take a fifteen (15)-minute, paid rest break for each four (4) hours worked or major portion thereof, generally one to be taken in the work period prior to the meal period and one in the work period following the meal period ([University Policy Manual Section 14.5](#)).
- Rest breaks are paid time and thus not recorded on the timecard.
- Rest periods are to be completely duty-free and uninterrupted, and employees are permitted to leave the work area and premises. Supervisors must not call or text employees during their rest periods or otherwise deviate from these rules.
- Supervisors should remind and encourage employees to take their meal and rest breaks.

## Additional Resources and Questions

- [Timekeeping Quick Guide for Nonexempt Employees](#)
- [Timekeeping Presentation](#)
- [Timekeeping: Practical Scenarios](#)
- [University Policy Manual](#)

If any questions or concerns arise regarding timekeeping or wage and hour policies, please discuss these issues promptly with your supervisor and/or Human Resources at [humanresources@pepperdine.edu](mailto:humanresources@pepperdine.edu) or 310.506.4397.

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