



## WISCONSIN STATE FAIR PARK TIME RECORDING POLICY

### A. PURPOSE

This policy outlines the processes and procedures for reporting hours worked and paid leave used by all Wisconsin State Fair Park (WSFP) employees to ensure accuracy in reporting and accounting.

### B. DEFINITIONS

**Elapsed Time Reporter:** An exempt employee who is *not* on either the Executive or Senior Leadership Team is required to report the total hours worked or paid leave used for each day but is *not* required to enter specific in and out times. See [Attachment 2](#) for a list of Time Reporters.

**Employee:** For purposes of this policy any person who receives remuneration for services rendered to the state (in this case, WSFP) under an employer-employee relationship in a permanent or limited term employment (LTE) position.

**Exception Time Reporter:** An exempt employee on either the Executive or Senior Leadership Team who is only required to report absences when they occur. See [Attachment 2](#) for a list of Time Reporters.

**Exempt:** A term categorizing an employee as not subject to the overtime provisions of the FLSA. Commonly referred to as Salaried.

**Fair Labor Standards Act (FLSA):** As it relates to state employees, a federal law governing the minimum wage, compensation for hours worked over 40 in a workweek, child labor, and recordkeeping requirements. Although state law and/or collective bargaining agreements may establish higher standards, they cannot establish lower standards or waiver from federal provisions.

**Non-Exempt:** A term categorizing an employee as subject to the overtime provisions of the FLSA. Commonly referred to as Hourly. *All Limited Term Employment positions of WSFP are Non-Exempt.*

**Pay Period:** The timeframe for which an employee will receive a paycheck for hours worked. WSFP uses a bi-weekly pay period that starts on Sunday and ends on the second Saturday.

**Payroll Monday:** Bi-weekly, the Monday that immediately follows the close of the prior pay period ending the preceding Saturday.

**Punch Time Reporter:** A non-exempt employee who is required to report all in and out times for all shifts worked either by self-reporting in STAR ESS or via a Time & Labor Specialist's entry on their behalf.

**STAR ESS (Employee Self Service):** The State's online system for reporting time worked and paid leave used.

**STAR ESS Employee:** For purposes of this policy, any non-exempt employee who is granted access and provided a user account to personally report their own hours into STAR ESS.

**Supervisor:** Any individual whose principal work is different from that of the individual's subordinates and who has authority, in the interest of the employer, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline employees, or to adjust their grievances, or to authoritatively recommend such action, if the individual's exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

**Time Card:** A form used by Punch Time Reporters without STAR ESS access to report shift start and end times. This could be a time card stamped by a time clock or a sign-in sheet completed by hand.

**Time & Labor Specialist:** An employee charged with the responsibility for reporting time worked into STAR's Time & Labor system on behalf of an employee based on the employee's time card. This may be a designated department support personnel or the supervisor him/herself.

## C. SCOPE OF POLICY

All employees (exempt & non-exempt) of WSFP are covered by and required to adhere to this policy.

## D. NON-EXEMPT (HOURLY) EMPLOYEE POLICY & PROCEDURES

### POLICY

Non-exempt employees are expected to work all hours and shifts scheduled unless directed or authorized to leave early and/or work additional hours. Non-exempt employees are paid for all hours worked and/or paid leave used (if applicable) and therefore, must accurately report hours worked in accordance with D.1 or D.2 below for non-STAR ESS employees or STAR ESS employees, respectively.

### PROCEDURES/RESPONSIBILITIES

1. **Employees** (non-STAR ESS users) must sign in to work at their scheduled start time using the designated time card (a card stamped by a time clock or a sign-in sheet completed by hand). In addition, employees must sign out at their scheduled end time using the same method. Employees who fail to properly sign in and out for work must notify their supervisor immediately to properly report their hours.

Employees must follow their department's internal procedures for submitting their time cards either daily, weekly or bi-weekly to ensure their time worked is accurately reported and processed. This may include submitting a time card to a Time & Labor Specialist or Supervisor.

Employees are responsible for reporting for and leaving work at their scheduled times and adhering to break schedules in accordance with WSFP's [Employee Handbook](#) and [Work Rules](#). Deviations from schedules must be requested and pre-approved in accordance with your department's procedures.

Employees who fail to properly sign in and out, submit time cards timely, adhere to break schedules, or report late for or leave early from work may be subject to discipline, up to and including termination.

2. **STAR ESS Employees** are responsible for reporting hours worked in STAR ESS in accordance with STAR ESS guidelines. Those with more than one (1) active record (position) in STAR *must* ensure hours are entered under the correct record for the job performed. In addition, some STAR ESS employees may be required by their department to sign in using a time clock or approved sign-in sheet daily in addition to reporting their hours worked in STAR ESS and will be informed of such requirement.

STAR ESS Employees must ensure their work times are accurately reported on a weekly basis and in STAR ESS by 6:00pm each Monday. If employees fail to enter their time each week, the employee may still enter time for the full bi-weekly pay period and must do so by 6:00pm on Payroll Monday. STAR ESS Employees who fail to report *any* time for the prior week will receive an email notification every Monday Morning. Those who fail to properly enter time worked into STAR ESS by the deadline must notify their supervisor immediately to ensure hours are entered before the STAR supervisor deadline.

STAR ESS Employees must enter their time in STAR ESS in 15-minute increments, rounding to the nearest 15 minutes. See [Attachment 1](#) for charts on 15-minute rounding.

STAR ESS Employees who fail to properly sign in and out (if required), submit time cards timely (if required), adhere to break schedules, report late for or leave early from work, or fail to report hours properly in STAR ESS may be subject to discipline, up to and including termination.

**Please note:** STAR does not have a default schedule to automatically pay you 40 or 80 hours, unless you are an Exception Time Reporter. You will be paid ONLY for the hours you enter and the supervisor approves in the system. If you enter fewer hours than you worked (such as 50 hours entered when in fact you worked 80), the supervisor approves the hours and payroll is not able catch the error prior to the payroll deadline on Wednesday, you will not be issued an immediate check to make up the difference.

*Instead, the correction will be issued on the next pay check. Exceptions will not be granted. In addition, the email reminder sent to employees is only sent if you failed to enter any time for the prior week and not if you entered less time than your FTE calls for (as you no longer have default FTE hours in STAR).*

3. **Time & Labor (TL) Specialists** have responsibility for time reporting of all non-STAR ESS LTEs who use time cards or another time reporting method outside of STAR. TL Specialists are responsible for reviewing time cards and accurately reporting the daily start and end times for each employee online in STAR using STAR's Manager Self Service module. Any discrepancies between the employee's time card and assigned schedule must be worked out immediately by contacting the employee and/or supervisor to resolve.

TL Specialists must report time on the timesheet in 15-minute increments, rounding to the nearest 15 minutes. See [Attachment 1](#) for charts on 15-minute rounding.

Times may be reported on a daily basis and should be reported on a weekly basis by 6:00pm each Monday. If a TL Specialist is not able to enter time each week, he/she may still enter time on behalf of the employee for the full bi-weekly pay period and must do so by 6:00pm on Payroll Monday. Either way, all time must be entered by 6:00pm on Payroll Monday to be routed appropriately for supervisory approval in STAR.

TL Specialists who fail to properly report hours worked or solve discrepancies found may be subject to discipline, up to and including termination.

4. **Supervisors** are responsible for reviewing and approving all time reported in STAR for all Non-Exempt Employees. Ultimate responsibility for employee schedules approved and time worked rests with the supervisor. Supervisors who report their employee's time cards into STAR using Manager Self Service serve as Time & Labor (TL) Specialists for purposes of this policy and will follow Section D.3 above.

For **STAR ESS Employees**, the supervisor will use STAR on a weekly basis to review time and absences self-reported by employees, solve any discrepancies, adjust reported time and/or absences (if needed) and approve reported payroll for the previous week by 12:00pm every Tuesday. If an employee has not entered any time for the prior week or you feel the week is not yet complete, you should not approve the prior weeks' time. Instead, you should ask the employee to update their time before approving.

For **non-STAR ESS Employees**, the supervisor will act as TL Specialist and follow Section D.3 above to report time on their employee's behalf. The supervisor is responsible for reviewing time cards against the employee's schedule and entering that time into STAR in 15-minute increments, rounding to the nearest 15 minutes. See [Attachment 1](#) for charts on 15-minute rounding. Supervisors who report time on their employee's behalf must still approve the time for it to be paid.

While time *should* be entered (for non-STAR ESS employees), reviewed and approved by the supervisor on a weekly basis, the most important approval is applied to the full bi-weekly pay period and therefore, all reported time for the pay period must be approved by 12:00pm on the Tuesday following the end of a pay period.

If any employee above fails to properly account for time and/or leave or there is a discrepancy, the supervisor will work with the employee to solve by the deadline and if necessary, initiate any discipline.

Supervisors are responsible for auditing and ensuring all hours reported in STAR are accurately reported (comparing against the time card where used), in accordance with the rounding method (see [Attachment 1](#)) and approved. Supervisors who fail to review, approve and submit time accurately and timely may be subject to discipline, up to and including termination.

## E. EXEMPT (SALARIED) EMPLOYEE POLICY & PROCEDURES

### POLICY

Exempt (salaried) employees have the professional discretion to work the hours necessary to get a job done. At times, this may require working more than a 40-hour workweek to accomplish work. Therefore, exempt employees are typically compensated with additional pay and benefits for the commitment required. While paid on a salaried bi-weekly basis, WSFP requires some employees to report total hours worked/absences taken each day and others to report only when absences are taken.

### PROCEDURES/RESPONSIBILITIES

1. **Elapsed Time Reporters** are required to account for their time worked and paid leave used via STAR ESS. Elapsed Time Reporters are required to report the total hours worked or paid leave used for each day but are *not* required to enter specific in and out times. Time may be reported daily and must be reported on a weekly basis by 6:00pm each Monday. If employees fail to enter their time each week, the employee may still enter time for the full bi-weekly pay period and must do so by 6:00pm on Payroll Monday.

Elapsed Time Reporters who fail to report *any* time for the prior week will receive an email notification every Monday Morning. Those who fail to properly enter time worked into STAR ESS by the deadline must notify their supervisor immediately to ensure hours are entered before the STAR supervisor deadline.

Employees who fail to properly report time or paid leave used in STAR ESS, adhere to break schedules, or adhere to the STAR ESS deadline may be subject to discipline, up to and including termination.

***Please note:** STAR does not have a default schedule to automatically pay you 40 or 80 hours, unless you are an Exception Time Reporter. You will be paid ONLY for the hours you enter and the supervisor approves in the system. If you enter fewer hours than you worked (such as 50 hours entered when in fact you worked 80), the supervisor approves the hours and payroll is not able catch the error prior to the payroll deadline on Wednesday, you will not be issued an immediate check to make up the difference. Instead, the correction will be issued on the next pay check. Exceptions will not be granted. In addition, the email reminder sent to employees is only sent if you failed to enter any time for the prior week and not if you entered less time than your FTE calls for (as you no longer have default FTE hours in STAR).*

2. **Exception Time Reporters** are required to account only for absences taken, including holidays, via STAR ESS. Exception Time Reporters will be automatically paid for time worked based on their FTE and only need to log in to STAR ESS to report absences taken. Absences may be reported during the current pay period as they're taken or may be future reported for future pay periods. Either way, all absences must be entered timely for current pay period processing and must be entered by 6:00pm on Payroll Monday.

Exception Time Reporters who fail to properly report absences taken in the current pay period by the deadline must notify their supervisor immediately to ensure the absence(s) are entered before the STAR supervisor deadline.

3. **Supervisors** are responsible for reviewing and approving all time reported for all Exempt Employees (both Elapsed and Exception Time Reporters). Ultimate responsibility for employee time worked and paid leave used rests with the supervisor.

The supervisor will use STAR on a weekly basis to review time and absences self-reported by employees, solve any discrepancies, adjust reported time and/or absences (if needed) and approve reported payroll for the previous week by 12:00pm every Tuesday. If an employee has not entered any time for the prior week or you feel the week is not yet complete, you should not approve the prior weeks' time. Instead, you should ask the employee to update their time before approving.

While time *should* be reviewed and approved on a weekly basis, the most important approval is applied to the full bi-weekly pay period and therefore, all reported time for the *pay period* must be approved by 12:00pm on the Tuesday following the end of a pay period.

If an employee fails to properly account for time worked and/or paid leave used or there is a discrepancy, the supervisor will work with the employee to solve by the deadline and if necessary, initiate any discipline.

Supervisors are responsible for ensuring all hours reported in STAR are accurate and approved. Supervisors who fail to review and approve time accurately and timely may be subject to discipline, up to and including termination.

**F. PROHIBITIONS**

Employees who use time cards are prohibited from signing in and/or out for another employee or using another employee’s assigned time card to sign in or out. In addition, employees who use STAR ESS are prohibited from allowing another user access to their data in STAR or providing another user their login information. Each employee is responsible for signing in and out, either using time cards or STAR ESS, only for him/herself and may be subject to discipline, up to and including termination, for violations of this policy.

**G. RECORDKEEPING & AUDITING REQUIREMENTS**

Human Resources is solely responsible for the retention of official payroll documents such as STAR electronic timekeeping records in accordance with the [WSFP Records Retention Policy \(HR & Payroll\)](#). In addition, individual departments must retain time cards for a period of five (5) years in accordance with the retention policy. Human Resources also has the responsibility to periodically audit time cards maintained by individual departments during the retention period.

**H. REFERENCES**

[Federal Fair Labor Standards Act](#), including [Section 13, Exemption for Seasonal Amusement or Recreational Establishments](#)

[Payroll Calendars](#) – for pay period purposes

[STAR Project](#) – includes STAR ESS application login pages; resources such as job aids and training materials for employees, TL Specialists and supervisors; and more

[State of Wisconsin Compensation Plan](#)

[Wisconsin State Fair Park Employee Handbook](#)

[Wisconsin State Fair Park Organizational Chart](#) – for FLSA designations of permanent positions

[Wisconsin State Fair Park Work Rules](#)

[WSFP Records Retention Policy \(HR & Payroll\)](#)

[WSFP Human Resources Department](#) – for questions on this policy

**I. IMPORTANT DEADLINES**

DAY	TIME	ACTION
Every Monday	6:00 PM	Employee Time & Absence Reported for prior week in STAR (employee self-reported or Supervisor/TL Specialist reporting-on-behalf)
Every Tuesday	12:00 PM	Supervisor Approval of Employee Time/Absence Reported in STAR
Payroll Monday	6:00 PM	Employee Time & Absence Reported for <i>entire</i> pay period in STAR
Tue. after Payroll Mon.	12:00 PM	Supervisor Approval of Employee Time/Absence for <i>entire</i> pay period in STAR before a pay check can be issued

## 15-MINUTE INCREMENT ROUNDING FOR STAR TIME & LABOR REPORTING

Use the charts below to determine how work start and end times listed on a time card should be rounded for proper recording in STAR. The hour of the day is represented by 'HH:' and minutes are 00 to 59.

### Simple 15-minute Rounding Chart:

If Start/End Time (Hrs:Mins) is between:	Minutes in STAR Reported as:
HH:53 – HH:07	HH:00
HH:08 – HH:22	HH:15
HH:23 – HH:37	HH:30
HH:38 – HH:52	HH:45

### Detailed 15-minute Rounding Chart:

If Start/End Time (Hrs:Mins) is:	Minutes in STAR Reported as:
HH:00	HH:00
HH:01	HH:00
HH:02	HH:00
HH:03	HH:00
HH:04	HH:00
HH:05	HH:00
HH:06	HH:00
HH:07	HH:00
HH:08	HH:15
HH:09	HH:15
HH:10	HH:15
HH:11	HH:15
HH:12	HH:15
HH:13	HH:15
HH:14	HH:15
HH:15	HH:15
HH:16	HH:15
HH:17	HH:15
HH:18	HH:15
HH:19	HH:15
HH:20	HH:15
HH:21	HH:15
HH:22	HH:15
HH:23	HH:30
HH:24	HH:30
HH:25	HH:30
HH:26	HH:30
HH:27	HH:30
HH:28	HH:30
HH:29	HH:30

If Start/End Time (Hrs:Mins) is:	Minutes in STAR Reported as:
HH:30	HH:30
HH:31	HH:30
HH:32	HH:30
HH:33	HH:30
HH:34	HH:30
HH:35	HH:30
HH:36	HH:30
HH:37	HH:30
HH:38	HH:45
HH:39	HH:45
HH:40	HH:45
HH:41	HH:45
HH:42	HH:45
HH:43	HH:45
HH:44	HH:45
HH:45	HH:45
HH:46	HH:45
HH:47	HH:45
HH:48	HH:45
HH:49	HH:45
HH:50	HH:45
HH:51	HH:45
HH:52	HH:45
HH:53	HH:00
HH:54	HH:00
HH:55	HH:00
HH:56	HH:00
HH:57	HH:00
HH:58	HH:00
HH:59	HH:00

## LIST OF PEOPLESOFT TIME REPORTERS BY TYPE

The following details which employee types and positions are allocated to the various Time Reporter types in PeopleSoft: Elapsed Time Reporter, Exception Time Reporter and Punch Time Reporter. Reference [Section B](#) of this policy for definitions of each Time Reporter type, if needed.

### Elapsed Time Reporters

Staff in *permanent* exempt/salaried positions at WSFP who are not on either the Executive or Senior Leadership Team (as indicated below) are allocated to this time reporter type.

### Exception Time Reporters

The following *permanent* exempt/salaried positions are allocated to this time reporter type:

#### Executive Team

- Chief Executive Officer
- Chief Financial Officer
- Chief Operations Officer
- Chief Services Officer

#### Senior Leadership Team

- Director of Admissions
- Senior Director of Agriculture
- Director of Commercial Vendors
- Director of Communications
- Director of Competitive Exhibits
- Director of Creative Services
- Senior Director of Entertainment & Special Events
- Senior Director of Event Sales & Services
- Director of Food & Beverage
- Director of Group & Guest Relations
- Senior Director of Facility Services
- Director of Human Resources
- Director of IT
- Director of Marketing & Partnerships

### Punch Time Reporters

All non-exempt/hourly *permanent* employees and all LTEs are allocated to this time reporter type.