



Project Proposal

Project Name: Time Reporting for Non-Exempt Employees		Submission Date: 07/31/2008
Submitting School: Broward College	System: Personnel/Payroll	Subsystem: Time & Attendance
Project User Sponsor Contact Info: George Cooke	Project Executive Sponsor: Vice President – Information Technology (Patti Barney)	Institutional Rank: 2
When do you expect to implement this project? <input checked="" type="checkbox"/> Upon Completion <input type="checkbox"/> With the port <input type="checkbox"/> At a separate time, outside of the port		
Is this a state or federal mandate? Yes. Fact Sheet #21 Recordkeeping Requirements under the Fair Labor Standards Act (29 CFR Part 516)		
<p>Project Description: Non-Exempt employers have to report times worked per pay period. Provide an enhancement to the time and attendance system that will allow non-exempt employees to report the start and end time of their workday per pay period (including stoppages for lunch). The feature should be available on the Employee Web sign-on. The hiring supervisor of the employee is to approve the time reported and any hours above the work week is to be accrued as a time-type that can be configured by each school.</p>		



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Benefits and Goals: Comply with Federal statute.	
Project Risk: Non-compliance with Federal statute	
Additional Comments and supporting documents: Broward College has developed an Excel Spreadsheet that staff is currently using to create a paper tracking system. The spreadsheet can be used as a starting point. BC project - 297	

FCCSC Use Only

Received date	
Received by	
Reviewed date	
Project Number (if approved)	
Submitted to Tech Committee	