



February 2, 2015

TO: Texas A&M AgriLife Unit Heads & Business Administrators

SUBJECT: Reporting of Time Worked for Hourly Paid Employees

All employees paid on an hourly basis are required to report actual hours worked each day. A recent investigation by the U.S. Department of Labor Wage & Hour Division revealed that a group of employees were due back pay for overtime worked for which they were not compensated due to improper reporting of hours worked. Under no circumstances should a supervisor allow an employee to under report hours worked. Please ensure all supervisors in your unit are aware of this requirement.

Additional resources:

Texas A&M University System:

Overtime Policy: <http://policies.tamus.edu/31-01-09.pdf>

“Time Off Issues for Supervisors” – TrainTraq online course

“Time Off Issues for Employees” – TrainTraq online course

U.S. Department of Labor

Fair Labor Standards Act – <http://www.dol.gov/compliance/laws/comp-flsa.htm#factsheets>

For questions, please contact: Jennifer Humphries, Chief Human Resources Officer at (979) 845-7810 or jmhumphries@ag.tamu.edu or Joe Corn, Director of Payroll & Benefits at (979) 845-4749 or jrcorn@ag.tamu.edu.

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423