



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

## Human Resources Guideline & Interpretation

### Exception Time Reporting - Optional Program Available for Use with Certain Employee Groups

#### PER0001

**Purpose:** To provide colleges and universities with guidelines for implementation of exception time reporting for certain employee groups.

**Affects:** All system colleges, universities, and the office of the chancellor

**Authoritative References:** February 12, 1998 memorandum from State Department of Finance (now Minnesota Management and Budget, MMB) approving exception time reporting and the conditions for its implementation.

**Required Forms:** Leave Request Forms, time sheets, or use of the system E-time module

**Responsibility for Implementation:** It is the responsibility of the college president, in concert with the human resources director, to ensure that this program is implemented consistent with these guidelines.

**Attachments:** None

#### **Introduction:**

During the last half of FY97, six system colleges and universities campuses piloted an exception time reporting project pursuant to M.S.136F.42, Section 40, Subd. 1 in response to the 1996 Mandate Reduction for Minnesota State Colleges and Universities. The results of that pilot were reviewed by the system, the Department of Employee Relations and the Department of Finance (now combined as MMB). Based upon those results, the Departments of Finance and Employee Relations have approved the availability of exception time reporting to all system college and university campuses, subject to certain conditions.

#### **Guidelines:**

1. Use of exception time reporting is discretionary -- campuses are not required to use exception time reporting.

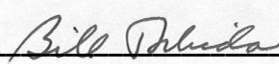
2. Exception time reporting is limited to use with employees who are employed in full-time, twelve (12) month positions in the following bargaining units/plans: MAPE, MMA progression code 1 only, MSUAASF, classified managers, Administrators, and Commissioner's Plan employees at the salary range level of Personnel Officer or higher.

3. Each college/university using exception time reporting must prepare local policies and procedures consistent with these guidelines that address these and other concerns, such as prior supervisory approval for special project overtime and a procedure to assure that leave request approvals are appropriately received in the payroll office. In addition, each college/university should provide training and notice of their revised procedures regarding exception time reporting to affected employees and local bargaining unit leadership.

4. Eligible employees covered by this procedure will complete time sheets indicating when time is worked or leave is taken only when there is a deviation from their established work schedule. Deviations include, but are not limited to, such items as: vacation, vacation donation/conversion, sick leave, floating holiday, bereavement leave, jury duty leave, personal leave, leave without pay, etc. Each college/university must determine under which circumstances and/or for which bargaining units prior approval of leave usage will be required and develop procedures for implementation as appropriate.

5. Exception time reporting does not preclude federal requirements for positive time reporting when employees are wholly or partially paid from federal grant sources.

**Approved: June 23, 1998**  
**Revised: March 31, 2008**

  
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**Vice Chancellor, Human Resources**

March 31, 2008  
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**Date**