



September 2, 2025

To: Deans, Supervisors, and Employees

Subject: Mandatory Use of Time Clock System, Overtime request and Separation of Employment Reporting Procedures

As part of our efforts to ensure compliance with university policies and maintain accurate records, I would like to remind all non-exempt employees, it is mandatory to use the time clock system. All non-exempt staff members are required to clock in and out for their shifts, **including lunches**, to ensure proper tracking of work hours. If a punch is missed, please notify your supervisor. The supervisor will forward the missed punches to the payroll office via email to payrolloffice@hamptonu.edu.

Additionally, all supervisors are required to report any separation of employment (i.e. resignation, retirement, grant expiration, after two days of absence, & death) of employees under their supervision to the Office of Human Resources without delay. This may include forwarding separation of employment letters and/or completing personnel action sheets. This information should only be provided to hroffice@hamptonu.edu. Any letter/notice of separation of employment **should not** be provided to any other email address. Timely reporting is essential for processing final paychecks and ensuring that records are up to date.

In regards to Overtime, all supervisors will need to submit an overtime request form and forward request to payrolloffice@hamptonu.edu

Please note the following:

1. **Time Clock Requirement**

- All non-exempt employees must punch in and out using the university's designated time clock system. The employee should send an email inquiry to hroffice@hamptonu.edu with their name and HUID number, if they are unsure whether they should be using the time clock system. This is not a new requirement, if you have already been using the time clock, please continue to do so.

Thank you for your attention to these matters and for your cooperation. If you have any questions, please contact Mrs. Judith Anderson Smith at 757-727-5660.

Sincerely,
Judith Anderson
Payroll Manager