



# University of North Alabama

## Staff Handbook

### Records and Responsibilities

According to the FLSA, non-exempt employees are required to record their time worked for each pay period. Therefore, each non-exempt employee is responsible for submitting either an electronic timesheet or, for specifically designated employees, a biweekly timecard for hours worked and/or leave taken for each two-week payroll cycle as tracked in the timeclock software, currently Novatime. Supervisors are responsible for verifying, correcting, and/or approving the time of the non-exempt employees for whom they are responsible.