



University of Colorado
Colorado Springs

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Electronic Timekeeping—Supervisor Agreement

Under the terms of the Electronic Signatures in Global and National Commerce Act, an electronic signature may be used in place of a written one. I understand that approving my employees' time records in MyLeave constitutes an electronic signature.

Further, I understand that approving the reported time for any work-study/hourly student is intended to serve as certification by the supervisor that the student(s) understand their job classification is eligible for overtime and/or compensatory time payment. These payments will be made at the rate of one and one-half times his/her hourly rate. The student(s) agrees to work overtime or compensatory time only with advance approval from their supervisor. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

I hereby agree that each time I electronically approve any employee's time record in the MyLeave timekeeping system I am agreeing to the following statement:

Certification:

I certify hours and minutes shown in a student's approved time records in MyLeave are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported, in accordance with work-study and university regulations.

The Speedtype identified by the HR system is appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed.

This agreement shall remain in effect for the duration of my employment with the University of Colorado Colorado Springs.

Employee Name

Supervisor Signature

Date

Supervisor Printed Name