

**University of Maryland  
Department of Public Safety  
Police Headquarters  
College Park, Maryland 20742-6011**

**SPECIAL ORDER:** 02-0065

**SUBJECT:** On-line timecard records

**EFFECTIVE DATE:** November 3, 2002

**ORDERED BY:** Kenneth W. Krouse  
Chief of Police

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**.10 Timecard Record Keeping**

- A. Due to incompatibilities with the University's on-line timecard record keeping system and the hours worked by Department of Public Safety employees, the Department of Public Safety has instituted a new way of recording hours on the on-line timecards.
- B. Employees that work a shift that ends after midnight will place all of the hours worked on the same day for record keeping purposes. An employee who works from 2130-0730 will document their hours as 2130-2400 and 2400-0730 on the same day. Other employees who work a shift that ends after midnight will document the hours after midnight the same way as noted above.
- C. The change to the record keeping of on-line timecards will not effect overtime or university closing payments. When the University closes due to a weather emergency, the equal number of hours for university closing payments will be listed on the timecard as hours worked and administrative leave. These hours will be listed on the same day as the employee records their hours of work.

**.20 Distribution & Access of Notice**

- A. This Special Order is being electronically distributed to all agency personnel with document receipts being similarly documented.
- B. Printed copies of this Special Order are retained in:
  - a. Accreditation files;
  - b. Master Notice files; and
  - c. The Duty Office Manual.
- C. An electronic copy of this Notice is accessible in the UMPD Shared/Manual or through the Manual application in the UMDPS Portal System.