FAQs

1. Where do I view the history of the timecard?
   a. Click on View History in the heading of an open timecard.

2. In the timecard heading Pay Basis line it says FLSA non-exempt. What does this mean?
   a. FLSA stands for Fair Labor Standards Act. This is a labor law that in addition to other rules determines if an employee is exempt from overtime due to their duties and salary level, or if they are non-exempt and therefore eligible for overtime if they work over forty hours. UNI employees with a weekly timecard record both time worked and leave absences and are FLSA non-exempt. Employees with a monthly timecard only record leave absences and are FLSA exempt.

3. I had a problem with exiting the View History screen, I use IE for a browser.
   a. IE is not a supported browser for the UNI apps. Users should be on Edge if they choose a Microsoft browser, otherwise Firefox or Chrome are recommended browsers.