

TIMESHEET PROCEDURE

For use by ALL staff, excluding faculty

OVERVIEW

The electronic timesheet is an Excel spreadsheet that will automatically calculate leave balances based upon leave usage and appropriate accrual rates. Periodic adjustments by payroll for individual employees may need to be made to change the accrual rates dependent upon length of service requirements.

EMPLOYEE RESPONSIBILITY

1. Timesheets are due in the Payroll office by 12:00 p.m. (noon) on the Monday following the Friday pay check date (or on Tuesday if Monday is a Holiday).
2. It is the employee's responsibility to insure that their timesheet is completed correctly, signed by a supervisor, and delivered to payroll by the due date.
3. Electronic timesheets can be obtained from the web site or from the N: drive. A copy of the blank timesheet can be saved by employees on their computer for their use.
4. Timesheets and leave slips are to be completed by the employee through electronic means (i.e., computer). Once completed, the timesheet and applicable leave slips should be printed by the employee, signed and given to their supervisor. **(Administrators will still need to complete a paper copy of the Request to be Absent Form.)**
5. Leave slips may be completed electronically, printed by the employee and submitted to the supervisor in lieu of the multi paper form. **(Reminder: All paid leaves/comp. time/overtime must still have prior supervisory approval. For overtime approval, signature from the applicable Vice President is necessary.)**

SUPERVISOR RESPONSIBILITY

1. Supervisor/Administrator must insure that each employee that they supervise submits a timesheet and/or applicable leave slips.
2. After reviewing for accuracy, the supervisor/administrator will sign the timesheet and forward the original to Payroll for processing. A copy should be kept by the supervisor.

(Human resources is researching the possible use of electronic signatures.)

3. If the supervisor is planning to be absent on the date that timesheets are due, they should inform their staff of an alternate person to sign their timesheets (usually, supervisor's supervisor).