



SUBJECT: 400 Human Resources

Policy: 403.42 Time Sheets

Effective:

Revised:

Reviewed:

Time sheets are due no later than Monday, but are preferably due on the last Friday of each two-week payroll cycle. Faculty members are required to sign off on a Departmental Timesheet that records exception time. Any faculty pay outside the contract must be documented with a Letter of Appointment. Faculty members are required to fill out a timesheet for any instruction compensated on an hourly basis such as workshops and seminars. Time sheets for classified and student employees should reflect the days/hours worked, and must be initialed and turned in to the Payroll Office by supervisors. Professional staff are required to turn in exception time reports for any time off recorded during the pay period.