



Operating Protocol & Procedure

Details:

Number: 246

Title: Timesheets

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 10/10/16

Effective Date: 10/10/16

Revised: 7/16/19

Reviewed: March 2024

Purpose:

To define the timesheet submission process and timeline for those required to utilize timesheets.

Applicability:

Classified and APT employees determined to be overtime eligible, student hourly, non-student hourly, and work-study employees.

Definitions:

None

References:

None

Attachments:

None

Operating Protocol:

On a daily basis, all employees required to utilize a timesheet are expected to record their time worked on the electronic timesheet and must accurately reflect the time worked.

Procedure:

APT and Classified employees eligible for overtime:

- Employees must open a new timesheet each month on the Employee Tab of the Portal. At the beginning of each month, employees will start their timesheet and accurately record their time worked each day, indicating the lunch break and any leave taken for that day.
- When an employee is on leave or otherwise unable to record their time, they will record their time at the first available opportunity.
- By the first day of the next month, employees will electronically submit their timesheet to their supervisor. For example, the August timesheet is due on September 1st.
- No later than the 7th of the following month, supervisors must review the timesheet for accuracy.
 - If the timesheet is not accurate, the supervisor will immediately return the timesheet to the employee noting what revision is necessary. The employee must correct and resubmit the timesheet as the earliest opportunity.
 - If the timesheet is accurate, the supervisor will approve it and submit it to payroll for processing.

Student Hourly, Non-Student Hourly, and Workstudy:

- At the beginning of each pay period, employees will open a new timesheet on the Employee Tab of the Portal and record their time on a daily basis. Pay periods are published on the Portal in the Employee Tab Human Resources Portlet – Payroll and FLAC processing timelines.
- No later than noon on the last day of the pay period, which will always be a Friday, employees will finalize and submit their timesheet to their supervisor.
- No later than 5:00 p.m. on the following Monday, supervisors must review the timesheet for accuracy.
 - If the timesheet is not accurate, the supervisor will return it to the employee with revision requested. The employee must correct and resubmit the timesheet no later than 5:00 p.m. that day.
 - If the timesheet is accurate, the supervisor will approve it and submit it to payroll for processing.
- Bi-weekly employees will be paid for the time submitted two weeks after the end of the pay period for which the time was submitted.