

All non-exempt employees must prepare a "Payroll Time Sheet" each month as a permanent official record. Under no circumstances should work periods be projected for employees. Actual work hours must be shown each day on the time sheet.

Time sheets must be signed in ink by the employee and the supervisor. The hours worked must be totaled by the week and a grand total for the month prior to employee and supervisor signing the document. The Time Sheet is the official record of employee work time.

**I. Full-time Employees**

After approval from the supervisor, the Time Sheet will be submitted to the time keeper for verification and documentation of leave taken, then forwarded to the Payroll Office by the 3rd working day of the following month.

**II. Part-time Employees**

After approval, the supervisor will submit the Time Sheet to the Payroll office by 4:30 p.m. on the 15th of each month. The Time Sheet will cover work completed from the 13th of the previous month through the 12th of the current month. A signed employment contract must be on file in the Payroll Office upon receipt of the time sheet. Time Sheets received late will be submitted to the appropriate President's Staff member for approval before payment is made. Time sheets received after the 19th of the month will not be paid until the following month.

**III. College Work-Study Students**

The Payroll Time Sheet must be submitted to the Financial Aid office for certification of pay. The certification of pay should be forwarded to the Payroll office no later than the 15th of the month. The Time Sheet will cover from the 13th of the previous month through the 12th of the current month. The time sheet for College Work-Study Students must certify work performance as "Satisfactory" or "Unsatisfactory." Under no circumstances is a work-study student to have possession of the time sheet after it has been signed by the supervisor. The supervisor will submit the time sheet to the Financial Aid office.

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