



All non-exempt employees must enter time worked on an electronic time sheet or leave report each month. The electronic time sheet and leave report are the official record of employee work time and leave taken therefore, under no circumstances should work periods be projected for employees. Actual work hours must be shown each day on the electronic time sheet and/or leave report.

**I. Full-time Employees**

The leave report will cover hours worked and leave taken from the 16<sup>th</sup> of the previous month through the 15<sup>th</sup> of the current month. The leave report should be completed and submitted to the supervisor for approval by the 17<sup>th</sup> of the month. The supervisor will verify hours worked and confirm documentation of leave taken.

**II. Part-time Employees and College Work-Study Students**

The electronic time sheet will cover work completed from the 16<sup>th</sup> of the previous month through the 15<sup>th</sup> of the current month. A signed employment contract must be on file in the Payroll Office upon receipt of the electronic time sheet. Electronic time sheets not completed and received for approval by the 19<sup>th</sup> of the month, will not be paid until the following month.

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Reviewed/Recommended, no changes, President's Council, November 25, 2013  
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