

POLICY

Department heads shall submit to the Accounting Department a completed time sheet for all supportive staff employees of their departments by noon on Tuesday of pay week. Department heads shall review and sign the time sheets attesting to their accuracy.

In instances where other categories of employees are being paid based on hours worked, a completed time sheet for those employees will be submitted by department heads to the Accounting Department by noon on Tuesday of pay week. Department heads shall review and sign the time sheets attesting to their accuracy.

A detailed procedure for time and attendance reporting may be found in policy #3312.1

ADOPTED: September 26, 1966
Revised: June 4, 1979
Revised: December 12, 1983