

## Payroll Timesheet Procedures

- Employees must be paid for all time worked and paid in the proper pay period.
- Employees are grouped on timesheets based on a timesheet organization number assigned by the department. Each department must designate an employee as their payroll contact person. Timesheets are distributed to the payroll contact person for each timesheet organization by the Monday prior to payday.
- The timesheet must be completely and legibly filled out in ink for each pay period by the employee:
  - For non-exempt (hourly) employees, hours worked and/or leave time must be entered for each day of the bi-weekly pay period. Time by pay category (i.e. regular, overtime, shift differential, holiday, vacation, sick time, etc.) is to be totaled.
  - For exempt (salaried) employees, only leave time (if applicable) must be entered for each day of the bi-weekly pay period.

The employee and the supervisor and/or department head must sign and date the timesheet attesting to the accuracy of the time worked, the proper and accurate use of earnings codes for leave time, overtime, shift differential, etc. (in accordance with the employee's union contract and/or University policy) and the cross-footing of totals.

Time worked should be recorded in increments no smaller than 15 minutes (.25 hours).

Leave time (i.e. float holidays, vacation or sick days) should generally be approved for and recorded in full-days or half-days. Leave time should not be for less than one hour.

Timesheets are not to be signed in advance of the completion of the employee's work.

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Payroll Department

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- Departments are responsible for ensuring that proper internal controls exist for all payroll activity. There shall be a segregation of duties so that the person entering the time information is different from the person authorizing the time and checking the entries.
- Care shall be taken in completing and reviewing the accuracy of every timesheet. Employees and/or supervisors knowingly submitting false timesheets will be subject to disciplinary action up to and including termination and possible criminal prosecution.
- Any changes or corrections made to the original timesheet must be in ink and initialed by the supervisor.
- In the event of an employee's absence, the supervisor shall sign his name and print the name of the employee, i.e. "*Joan Supervisor* for John Doe".
- In the event of a supervisor and/or department head's absence, the supervisor and/or department head is responsible for designating a proxy to act on his or her behalf during periods of absence. The proxy shall sign and print the name of the supervisor and/or department head, i.e. "*Jim Proxy* for Joan Supervisor".
- Timesheets received by the Payroll Department will be reviewed for signatory compliance. Photocopies of timesheets without complete signatures will be sent back to the department with a memo requesting the missing signatures. Once returned to the Payroll Department, the signed photocopy will be stapled to the original timesheet.
- Timesheets must be submitted by the departments in an envelope marked "Biweekly Time Sheets" and addressed to their assigned Payroll Department technician to ensure receipt by the Payroll Department on or before the Monday following the previous payday.
- In the event that the employee and/or department discover an error on a timesheet for a past pay period, the department is to complete the [Time and Attendance Correction Form](#) and submit it to the Payroll Department for processing.