

TIME SHEET

Non-exempt employees are required to personally record time worked. The actual time that work is begun and ended must be shown. Every absence from work must be recorded – holidays, vacations, sick leave, etc.

Time sheets must be submitted to the employee's supervisor for approval. The supervisors submit the time sheets to the Human Resources Office by 9:00 a.m. on the seventh working day before the last working day of the month.

At the end of the payroll period, the time sheet is to be totaled, signed by the employee and supervisor attesting to its accuracy, and routed to the Office of Human Resources.

Employee time will be rounded to the nearest quarter hour.

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