Timesheets are the authorization and the only basis for payment of salaries to non-exempt classified staff and contract/grant employees.

Accurate completion of timesheets is necessary to meet auditing requirements, federal and state laws, and College policies.

The accurate recording of all hours an employee works or is absent from duty is the responsibility of the employee. The department supervisor or dean/division director is responsible for the completeness and timeliness of the timesheets for the employees in that department.

The number of hours worked should be recorded by the employee on a daily basis. All entries on timesheets must be made in ink.

Should an error be made in the recording of a time entry, the corrected change must be acknowledged by the initials of the supervisor and the employee. Any alteration on the timesheet not acknowledged by initials of the employee is considered a disciplinary offense. Any employee responsible for such alteration shall be subject to immediate discharge.

Timesheets must be signed by the employee and the supervisor to be valid.