
TIME SHEETS

The pay period is biweekly, beginning on Monday and ending on the second Sunday. In order to be paid, all staff members must turn in a completed, signed, biweekly Time Sheet to their supervisor no later than Monday at 9 a.m. following the end of the pay period. The supervisor may, at their discretion, require earlier deadline for Time Sheets.

It is the responsibility of supervisors to ensure the accuracy of the Time Sheet and indicate such by their signature on the Time Sheet. Failure to ensure accuracy may delay payment. Time Sheets must be turned into the Finance/Human Resources Assistant no later than Monday at noon. Under no circumstances will an employee be paid unless a Time Sheet is turned in.

Time Sheets are also used to track vacation and sick days; however, it is the responsibility of the employee and supervisor to make sure that only available leave days are used.

Approved by BOD 05/24/2001

Approved by Policy Council 04/11/2001