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Policy: Work Hours Reporting Policy  
Policy No: 4.27  
Approved: Board of Trustees: March 2006

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## **WORK HOURS REPORTING POLICY**

### **Time sheets**

Teaching Faculty, Managerial and Confidential employees are **not** required to complete time sheets each payroll. It is expected that such employees, who have not completed a short-term leave request form, are at work carrying out their duties and responsibilities. The teaching Faculty's class and office hours shall be displayed on the outside of the classrooms and/or office.

All non-exempt staff and hourly employees and Professional employees who are not part of the teaching faculty are expected to complete a time sheet indicating the dates and times they worked during each payroll period. Time sheets are approved by the employee's immediate supervisor and forwarded to Human Resources in accordance with the following schedule unless changed to accommodate a holiday:

- Civil Service timesheets are due to Payroll by 10:00 a.m. on the Thursday following the end of the pay period.
- Professional timesheets are due to Human Resources by 10:00 a.m. on the Monday following the end of the pay period.

Professional payroll dates for the academic year are available on the S-drive under the Human Resources file.

It is each employee's responsibility to see that his or her time sheet is received by the Human Resources Office on time. Failure to adhere to the time sheet submission deadlines may result in a delay in the employee's receipt of pay. White-out and pencil are not allowed on time sheets. If you make a mistake, simply draw a line through it and write the corrected entry above it.

Paychecks may be picked up in the Business Office on the scheduled pay date after 11:00 a.m. and between 9:00 a.m. and 5:00 p.m. any other day. **Please pick up your check or, if you have direct deposit,**

**your check stub promptly after pay day.** Checks and stubs that have not been picked up within two weeks after the issue date will be mailed. If you want your paycheck mailed to you or directly deposited into your account, please notify the Human Resources Office.

### **Absence Reporting**

The efficient operation of the College requires the punctuality and regular attendance of all employees. Employees are expected to notify their supervisor the morning of an unplanned or sudden absence and give an estimated date of return. You must call in to your supervisor each day you are absent. This will allow your supervisor to arrange for adequate coverage in your absence. Excessive or habitual tardiness and absenteeism are negative factors in the evaluation of an employee's performance and may lead to termination.

All employees must complete a Short -Term Leave form for all off-campus absences of one half (½) day or more. Use this form to report benefit time usage and professional meetings and/or professional development conferences. Travel approval forms can be submitted in lieu of the Short-Term Leave form for professional meetings or conferences.

Teaching Faculty, Managerial and Confidential employees must submit approved Short-Term Leave forms to the Human Resources Office in advance of taking time off, if foreseeable. If the leave is not foreseeable, the employee is expected to call in to his or her supervisor as soon as possible and submit his or her approved leave form upon returning to work.

Non-exempt, hourly, and Professional employees who are not part of the teaching faculty must attach approved Short-Term Leave forms to their time sheet for the payroll period in which the leave was taken.

**Benefit time will not be paid without the approved Short-Term Leave form attached.**

### **Compensatory Time**

Compensatory/Over time pre-approval authorization must be requested of the V. P. or the President by the supervisor. All employees who are eligible to accrue compensatory time or earn over time payments must ensure that Part I of the Compensatory/Over time Pre-approval Form has been completed, signed by supervisor and approved by the appropriate V. P. or the President, prior to working beyond their regular work hours.

After working the additional hours, Part II Verification of the Compensatory/Over time Pre-approval Form must be completed and attached to the time sheet for the payroll period in which the additional hours were worked. If the employee is using compensatory time in the same payroll period in which the time was earned, the time used is shown on the Compensatory/Over time pre-approval authorization form as well as the time sheet. If Comp time is used during another payroll period, the Short Term Leave Form should be completed and attached to the time sheet covering the dates the time was used.

Eligible Members of the Professional Staff Association:

- Compensatory time shall be used within the academic year and shall not be accumulated from year to year. Balance of three (3) hours or more, to be carried over to the next year, **must be approved by the President**. If carryover balance is not approved, then the compensatory time will be paid or the employee will use the compensatory time accrual before the end of the academic year.

Eligible Members of the Teamsters Local 445:

- Compensatory time may be accrued to a maximum of 160 hours.