

REPORTING ABSENCES and SUBMITTING TIMESHEETS

I. SCOPE

Staff and Administrators.

II. PURPOSE

To effectively manage paid and un-paid time off.

III. POLICY

Time worked and time off from the office must be reported by non-exempt employees each pay period to the Office of Human Resources.

Days worked and time off from the office must be reported by exempt employees each pay period to the Office of Human Resources.

IV. PROCEDURE

Every pay period, all non-exempt employees will report their time worked and time off on a timesheet which is signed by their supervisor and forwarded to the Office of Human Resources. "Time worked" is defined as actual hours worked and should be noted on the timesheet as such.

Every pay period, all exempt employees will report their days worked and any applicable time off on a timesheet which is signed by their supervisor and forwarded to the Office of Human Resources. "Days worked" are defined as actual days worked by the exempt employee between Monday and Friday, and they should be noted on the timesheet with an "R," which stands for "Regular."

Vacation balances can be accessed via PeopleSoft, but the Office of Human Resources will provide a detailed sick and vacation report to all benefit-eligible employees at their request.

Supersedes Policy No. 230 written 7/1/97