

Procedure 5.4403

Time Sheet Procedure

Time sheets are to be completed by all full-time non-exempt staff (clerical, technical, maintenance and other designated staff). Time sheets should be completed for the entire month, totaled for each week, approved by the employee's supervisor, and forwarded to human resources by the 5th day of each month.

Part-time hourly employees should reflect their hours worked for each calendar month on their time sheets. Time sheets for hourly paid employees should be approved by the employee's immediate supervisor and forwarded to the business office by the 5th of each month. Part-time hourly employees are paid one full month in arrears.

If the 5th day of the month falls on a weekend time sheets are due the following business day.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Working Hours Policy](#)

History

Senior Staff Review/Approval Dates: *11/6/13,07/11/16, 02/20/2017*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*