


**Bowling Green State University**  
**BG@100 Information Item**  
**ESC Submission: July 12, 2004**



**Identification Information:**

<i>Reference Number</i>	HCM-0011
<i>Functional Area</i>	Human Resources/Benefits/Payroll
<i>Title</i>	Classified Employees With Non-traditional Work Schedules Must Complete Time Sheets

**Background Information:**

A few classified employees work a non-traditional nine month work schedule that does not coincide with the academic year. Currently there are 5 people who fall into this category. These exceptional schedules require considerable manual processing and coordination between Records, Benefits and Payroll in order to produce accurate results for pay and benefits.

**Information Item:**

In an effort to automate the processing of the people in non-traditional work schedules, they will be required to complete a time sheet on a weekly basis. Eliminating the manual intervention will reduce the likelihood of a mistake being made to their records.