

## ***TIME REPORTING POLICY***

***Administrative staff and classified staff*** employees are required to complete a time reporting form when there is an exception to working a 40-hour week. Exceptions include use of sick leave, vacation, overtime, personal time, leave without pay, etc. The Time Reporting Form is to be submitted to the immediate supervisor who will review and indicate approval by signing it. Any changes made by the immediate supervisor are to be communicated back to the employee.

For ***classified staff*** employees, time reporting forms are due in the Payroll Office on Monday following the previous week. The employee's immediate supervisor will determine when the forms are to be completed and turned in at the unit level. For absent employees, immediate supervisors will complete and submit a Time Reporting Form in order to meet established deadlines.

***Administrative staff*** employees are required to submit a Time Reporting Form to the Payroll Office on a monthly basis on or before the 5<sup>th</sup> of each month. The immediate supervisor must sign the exception sheet prior to submission.

***Faculty*** are expected to be in attendance for all classes and office hours. Absences are to be reported to the chair/director of the unit so that appropriate coverage can be arranged. However, no Time Reporting Form is expected.

Additional information on the Time Reporting Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. There is no reference to this policy in the Charter's Faculty Handbook because this time reporting requirement doesn't apply to faculty.

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