

**3341-6-45 Time Reporting.**

Applicability	All University units
Responsible Office	Division of Finance and Administration
Responsible Administrator	Director of Payroll Services

**(A) Policy Statement and Purpose**

Bowling Green State University requires time reporting of all employees as outlined in the policy below in order to make accurate and timely wage payments to all University employees.

**(B) Policy**

- (1) 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.

- (2) Administrative staff employees are required to submit a Time Reporting Form (for reporting leave only) to the Payroll Office on a monthly basis on or before the fifth of each month. The

immediate supervisor must sign the exception sheet prior to submission.

- (3) 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.
- (4) Related Policies

Additional information on the Time Reporting Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook.

Registered Date: March 17, 2015