



Delaware State University Procedure

Title: Time Reporting	Administrative Council approval date: 3/22/04
Related Policies and Procedures:	

In order to meet the requirements of the Delaware State payroll processing operation and the University's auditors, the University is implementing the following procedure.

Time sheets (and student time cards) are processed every two weeks.

By July 1st of each year, the Payroll department will provide each employee with an annual schedule indicating pay period ending dates, time sheet due dates and pay dates for the year.

Every employee (faculty, classified, and professional) will record the appropriate entry for each day as described on the form. Once recorded, the employee must sign the form. Employees who plan an absence when time sheets are due should submit their signed time sheet to their supervisor before they leave. Employees who are unable to submit their time sheet due to unexpected absence will have a time sheet submitted on their behalf by their supervisor with a note in place of the employees signature indicating the employee was unexpectedly absent. Upon return from the unexpected absence, employees will be given the opportunity to amend their time sheet in the Payroll Department.

If a time sheet is not received, no pay will be issued. In this event, the employee will have to wait for up to 30 days to be paid (due to the lag pay period).

Submission of a fraudulent time sheet may result in disciplinary action. Supervisors are responsible for the accuracy and the timely submission of time sheets (if received on time).

For detailed instructions on how and when to complete a timesheet, employees should check with their immediate supervisor or the Payroll Department.