



### **Departmental Timesheet Policy**

Effective March 2015, all employees needing to submit monthly or bi-weekly timesheets are required to use the CU My.Leave application. Timesheets need to be submitted and approved by established departmental deadlines. ***It is the employees/supervisors responsibility to meet these deadlines.***

**Monthly employees** (Classified Staff, University Staff, and Research Faculty):

\*\*\*timesheets need to be submitted and approved by the 5<sup>th</sup> of each month for the previous month, i.e., April timesheets were due on May 5<sup>th</sup>.

- 1) Please record any leave taken - vacation, sick, jury duty, etc. ***If no leave was taken for the month, you will still submit a timesheet certifying that no leave was taken.***
- 2) Overtime eligible employees need to record hours worked for the month while overtime exempt employees only need to record leave taken.

**Bi-weekly employees** (Student Assistant and Temporary Positions)

\*\*\*timesheets need to be submitted and approved by noon on Tuesday following each pay period. i.e. For the pay period ending May 21<sup>st</sup>, timesheets were due on Tuesday May 24<sup>th</sup>.

- 1) Timesheets submitted after the deadline will be processed in the following bi-weekly payroll. As a result you will receive your pay with the following bi-weekly payroll.
- 2) Any student assistant with work-study ***must submit timesheets on-time for each pay period to ensure their work-study is applied.*** Late timesheets require additional manual adjustments from both the department business office and the student employment office. If submitted/approved late, there is no guarantee that work-study funds will be applied retroactively.

### **Important note:**

Late timesheets require manual adjustments from the business office and additional documentation both from the employee and his/her supervisor.