Hourly employees - positive time reporting

The following issues regarding hourly employees' time reporting and work hours need to be addressed by departments employing hourly employees:

Timely Submission of Timesheets

- Timesheets must be submitted weekly, and no later than Tuesday morning of each week for the preceding work week. We cannot guarantee that “late” timesheets will be processed by the payroll lockout deadline. Late timesheets unduly increase the volume of data entry to be done in a specific period of time, and a week’s worth each week has payroll staff working at full capacity.

Hours of Work

- Employees cannot work more than the approved FTE/hrs per week.
- If an employee is working in more than one department, the combined hours cannot exceed the maximum hours/FTE approved.
- If an employee is working in more than one department, the hours of work cannot overlap. Yes, we have received timesheets with overlapping hours.
- If the scheduled workday exceeds 6 hours, the employee must, by State law, be given a ½ hour meal break (unpaid); if the scheduled workday is 6 hours, by mutual consent the meal break may be waived.

Timesheet Accuracy/Completeness

- Please clearly and accurately indicate the week ending date; this is how we organize our work.
- Please accurately identify the assignment number; if we have to research or question it, it delays processing.
- Please sign and date the timesheet; timesheets should not bear a signature date prior to the days worked.

Timely submission and completeness of timesheets is reliant on assignments (PCRs) being processed before the employee starts working.