



## Time Sheet Policy and Procedure

**EFFECTIVE DATE: 04-01-16**  
**LAST REVISION:**

**DEPARTMENT: Human Resources**  
**POLICY NO.**

### **Statement of Purpose:**

Louisiana Community and Technical Colleges (LCTCS) and Central Louisiana Technical Community College (CLTCC) require that all CLTCC employees submit current and accurate attendance records. In order to comply with this requirement CLTCC's Human Resources Department has instituted the following timesheet policy. This policy and procedure applies to all staff who are paid on the basis of submitting bi-weekly timesheets and for all staff whose additional authorized work which is paid on the basis of submitting timesheets.

Due to the unique work schedules throughout CLTCC, an accurate timesheet is crucial to ensure the efficient use of CLTCC's resources and correct payments to staff. This policy and procedure is intended to provide information to all staff, which will allow the effective monitoring of timesheet completion, and to ensure that staff receive the pay for the work undertaken. If this policy and procedure is not followed then CLTCC administration reserves the right to refuse payment or possibly discharge the employee whom chooses not to adhere to this timesheet policy and procedure.

Work time includes all time spent performing activities on behalf of CLTCC in conjunction with your employment. For full-time personnel, paid sick hours and paid annual hours, must be recorded on online using CLTCC (LoLA) time sheets.

### **Responsibilities of Employees and Supervisors:**

CLTCC employees are required to use the on line Log on Louisiana (LoLA) document for the final submission of time. Time records are the basic source of information for payroll purposes; therefore, time worked **must** be reflected accurately. Time records must be submitted **promptly** for authorization and approved by the campus dean and viewed by department heads for accuracy.

Supervisors and Campus Deans who are responsible for authorizing timesheets must ensure that the work was authorized in advance and that the timesheets are accurate prior to authorization/approval and forwarding to the CLTCC's Human Resources Department.

**Falsification of Timesheets or Not Submitting a Time Sheet Promptly:**

Under no circumstances should an employee falsify his/her own, or a fellow employee's, timesheets or encourage a fellow employee to take such action on their behalf. This also includes completion of timesheets in advance for work that may be authorized, but not yet undertaken. It is the responsibility of the employee to submit correct timesheets; submit timesheet promptly; falsification of timesheets, not submitting a timesheet promptly is considered gross misconduct and disciplinary action may be taken against you, up to and including discharge.

**Salary Advances:**

Under no circumstances will an advance, or early payment, be made against any timesheet, where work has taken place and, under the terms of this policy, is due to be paid or where the work may be authorized to be undertaken but has not yet been completed.

**Student Worker Timesheets:**

In order to get paid, student workers must record the hours they work on a paper time sheet and enter hours worked to be recorded online using CLTCC (LoLA) time sheet.

<p><b>Source of Policy:</b> _____</p> <p><b>Related CLTCC Policies:</b> _____</p> <p><b>Related LCTCS Policies:</b> _____</p> <p><b>Approved:</b> _____ <b>Date:</b> _____</p> <p style="text-align: center;"><b>Chancellor</b></p>
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