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TITLE: TIME AND ATTENDANCE	
EFFECTIVE DATE: May 25, 2015	
LAST REVISION: February 26, 2015	Policy No. 8.2002

POLICY STATEMENT

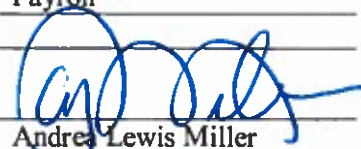
Timesheets and applicable supporting documentation (leave slips, comp time forms, timesheet change form, etc.) must be completely, accurately, and timely submitted **and** approved for **each** position that an employee receives compensation for **each** pay-period (including: full-time positions, part-time positions, adjunct hourly positions, overload hourly positions, extra services positions, etc.).

Employees with part-time or temporary positions (e.g. adjunct and overload positions, non-teaching faculty positions, extra services positions) that are paid in **equal bi-weekly installments or lump sum payments** shall be paid in accordance with the terms and conditions of their contract and are **not** subject to the timesheet requirements specified above, as the contract will serve as the authorized pay instrument to support payments for those positions. To prevent erroneous payments, the hiring department shall immediately notify the BRCC Payroll department and Human Resources office when there is a change in pay (adjustment to payment amount; contract termination, etc.) for employees with part-time or temporary positions.

Employees shall submit complete and accurate timesheets and applicable supporting documentation to their supervisor by the specified deadline each pay period. Supervisors shall review their employee's timesheets and applicable supporting documentation for completeness and accuracy before approving the records and submitting them to the BRCC Payroll department by the specified deadline each pay period.

Attendance records shall be maintained in accordance with LCTCS policy #6.003 for unclassified employees and Chapter 11 of the Louisiana Department of State Civil Service rules for classified employees.

Failure to comply with established payroll policies and procedures may result in delayed compensation to the employee.

Source of Policy: <u>Payroll</u>	Responsible Administrator: <u>Finance</u>	Vice Chancellor for
Related Policy: _____	LCTCS Policy Reference: <u>#6.003</u>	_____
Approved by: 	LCTCS Guideline Reference: _____	Date: <u>5.14.15</u>
Chancellor <u>Andrea Lewis Miller</u>		