SUBJECT: Time Keeping and Reporting  
Policy Number: 502  
Adopted: July 19, 2004

I. Policy

It is the responsibility of each employee to accurately report time worked and leave taken for each pay period.

II. Procedures

A. Timesheets must be completed and signed by each employee. Immediate supervisors and/or program directors must also sign their employees’ timesheets as verification that the timesheets have been reviewed and approved.

B. Timesheets should be turned in to the fiscal department as soon as possible after the end of the payroll period. Payroll periods end on alternate Fridays. For all employees located in Helena, the timesheets should be submitted at the end of the work day on Friday, but in no event later than noon on Monday. For those employees located outside of Helena, the timesheets must be received no later than noon on Monday. Earlier deadlines may be established by fiscal department personnel when a holiday falls at the end or after the payroll period. If an employee does not submit a timesheet in accordance with these deadlines, the employee may not be paid until the following pay period.

C. Wages for terminated employees are payable at the next regular pay period during which the employee was terminated or fifteen (15) calendar days from the date of termination, whichever occurs first.

D. Any changes to payroll that an employee wants to have made, such as number of deductions or exemptions, must be requested in writing in order to be implemented.