

Payroll Time Sheets

Permanent Employee Time Sheets

1. White time sheets should be signed by the employee and given to the designated supervisor no later than the 5th of each month
2. Time sheets should be reviewed by supervisor, signed and forwarded to Payroll no later than the 10th of each month
3. When comp time is worked by an employee, it should be reported on the white time sheet as the actual hours worked. Payroll will determine if it is over time (in excess of 8 hours in one day or 40 hours in one week) and record it appropriately
4. If you know you are going to be late with an employee's time sheet please notify Janet Hays at 476-4582 or janet-hays@redwoods.edu . When time sheets are late Janet notifies the employee. If you are holding their time sheet for any reason, this alerts the employee to the fact that you are holding their time sheet

Temporary and Student Time Sheets

1. Student and Temporary time sheets should include all hours worked from the 21st of the previous month through the 20th of the current month, paid on the 10th of the following month
2. Time sheets are due the 25th of each month and may be too late for payment if they arrive after the last working day of the month
3. Before time sheets are forwarded to Payroll they should be audited for accuracy
4. All requisition numbers and budget codes must be on the time sheet **before** it is sent to Payroll
5. If the employee is working more than 6 hours in any day they **MUST** take a lunch break after 5 ½ hours
6. No employee (student, temporary or permanent) can work a full day without taking a lunch break after 5 ½ hours
7. Students cannot work more than 20 hours in any week in all jobs if they have more than one job