

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-PAY-26**  
**Timesheets and Leave Reports**

1. Leave reports and time sheets are due by noon on the first working day following the end of a pay period (i.e., July 1- July 15th period is due July 16th). Due dates are clearly marked on each departmental envelope and available online at [www.shsu.edu/~pay\\_www/info/timesheet-due.html](http://www.shsu.edu/~pay_www/info/timesheet-due.html) .
2. If a preprinted leave report or time sheet is not prepared for an employee, blank time sheets are available in the payroll office. Photocopies are not acceptable as each payroll form carries a unique identifying number. For a blank time sheet, please insert the following information: employee name, social security number, account number and item number (if one has been assigned) and any applicable time worked or leave time taken.
3. All staff must complete a leave report or time sheet for each payroll period. Faculty shall complete leave reports on an exception basis only, accounting for any leave taken within a pay period. Leave reports and time sheets must be completed and signed in ink. Pencil or rubber-stamped signatures are not acceptable.
4. Both the supervisor and the employee must sign time sheets. In the absence of the supervisor, an authorized alternative designee should sign. Each department must furnish the payroll office with sample signatures of those persons that are authorized to sign leave reports and time sheets. Blank signature forms are available in the payroll office or online at [www.shsu.edu/~pay\\_www/forms/sign-authorization.pdf](http://www.shsu.edu/~pay_www/forms/sign-authorization.pdf) .
5. Employees should not sign time sheets and/or leave reports that are not correct and/or incomplete. Signatures verify the accuracy of the information and time recorded on these documents.
6. Unsigned hourly time sheets will not be processed. Do not send unsigned hourly time sheets to the payroll office. However, unsigned **salaried** leave reports or time sheets should be forwarded to the payroll office for processing. The employee should be directed to the payroll office immediately on return to complete any appropriate forms.
7. The employing department is responsible for the correctness of the reported time. Therefore, the signature of the department head or designee will be considered verification of reported time. Time should be recorded as worked (i.e., do not estimate time worked, and further do not incorrectly record hours worked to receive a set amount of pay.) Portions of hours worked should be recorded in 100% equivalents. A conversion chart is available online at [http://www.shsu.edu/~pay\\_www/instructions/min-conversions.html](http://www.shsu.edu/~pay_www/instructions/min-conversions.html).
8. Corrections or changes made on leave reports or time sheets should not be blanked out. Rather, draw one line through the error and insert the correction above the error. The department chair or employee must initial corrections.
9. Time sheets and/or leave reports should be hand delivered to the payroll office. **DO NOT MAIL THE FORMS TO THE PAYROLL OFFICE OR TO THE EMPLOYEE FOR SIGNATURE.** If the employee is unavailable for signature, refer to item 6 above.

Reviewed by: Paige Smith – Director, Administrative Accounting 02/01/09  
Karyl Horn – Associate Director of Accounting (Payroll) 02/01/09  
Next review: 02/01/10