

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

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

1. Online Leave reports and time sheets should be submitted by 5:00 pm on the second working day following the end of a pay period (i.e., July 1- July 15th period is due July 17th). Due dates are clearly marked on each online timesheet or leave report and available online at [Timesheet/Leave Report Deadlines](#). Supervisors should complete all approvals by 5:00 pm on the third working day following the end of a pay period.

2. All non-exempt staff members must complete a time sheet for each payroll period. If an online timesheet is not available for an employee, blank timesheets are available under the FORMS link on the Payroll Office webpage.

3. Faculty and exempt staff members should complete leave reports on an exception basis only, documenting any leave taken within a pay period. If an online leave report is not available for an employee, blank leave reports are available under the FORMS link on the Payroll Office webpage.

4. Please refer to the Payroll Office webpage ([Personnel Time Report Instructions](#)) for specific procedures related to completing electronic or paper timesheets and leave reports.

Reviewed by: Karyl Horn – Director, Payroll and Tax Specialization
 Tessy Rappe – Assistant Vice President, Finance and Operations

Next review: August 31, 2020