

TIME SHEETS

It is the policy of Langston University to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours, overload hours, and summer employment, where applicable) and of the accrued leave time you have taken, and to ensure that you are paid in a timely manner, you will be required to record your time worked and your absences on Langston University's official time sheet(s)/time record. This form should be completed daily by the employee (non-exempt employees) or the designated departmental record keeper (for exempt employees) and forwarded to the department head on a monthly basis. After reviewing the form and resolving any discrepancies, your supervisor will sign the form and forward it to the Office of Human Resources by the 10th of the following month (ex: January time sheets must be received in the Office of Human Resources no later than February 10th.) If paid hourly, your time sheet must be received in the Office of Human Resources/Wage Employment no later than 5:00 p.m., the first working day of each month. (Ex: January time sheets must be received in the Office of Human Resources/Wage Employment no later than 5:00 p.m., the first working day of February.)

Non-exempt employees (wage and salaried) must maintain accurate time sheets. The form will capture all officially approved overtime hours for monetary payment and/or compensatory time. Non-exempt employees' work must be documented and maintained in accordance with federal regulations and they must maintain detailed records reflecting the actual time worked. Working overtime must be approved in advance by the non-exempt employee's immediate supervisor, department head, Dean (if applicable) and Vice President.