

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/93**

**Number: 07-11**

**Section: Human Resources**

**Subject: Payroll Services: Time Reports**

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Electronic timesheets and leave reports are used by the University to determine hours or period worked and appropriate pay for hourly and salary employees. Timesheets and leave reports are submitted and approved in Employee Self Service.

## **PROCEDURES**

1. Time sheets for all student workers and for other hourly employees must be submitted and approved by the deadline for the pay period.
2. Time not submitted and approved by the deadline must be entered on the next timesheet with comments for the dates and hours worked.
3. Leave time (vacation, sick, child education, jury, compensatory time used) is reported on the employee's Leave Report.
4. Compensatory time earned is reported on the employee's Time Sheet.
5. Payroll Services will contact the supervisor when a time sheet(s) for part-time student employees show more than 20 hours worked during a pay period.
6. As required by federal immigration and labor laws, non-resident alien student employees may work no more than 20 hours per work week when school is in session, and no more than 28 hours per work week when school is not in session.
7. Graduate Assistants may work no more than 20 hours per work week.

Revised on 05/31/13.