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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Financial Services**

**AREA: Payroll**

<b>Timesheets &amp; Leave Reports</b>	<b>MAPP 05.04.07</b>
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**I. POLICY**

- A. Lamar University (LU) accurately tracks the time its employees spend at work and on leave. To accomplish this, the University has established uniform processes and deadlines for the submission and approval of timesheets and leave reports.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations, Chapter V; and applicable statutes, laws, and regulations of the State of Texas.

**III. PROCEDURES**

- A. LU employees and their supervisors/approvers use the University's Self-Service Banner (SSB) system to input, submit, and approve timesheets and leave reports.
- B. No employee will be paid on both bi-weekly payroll and monthly payroll. If an employee holds two positions at LU, he or she will be required to track and enter hours for both positions on different timesheets.
- C. **Bi-weekly Payroll.** Non-exempt staff, students, and hourly employees.
1. All non-exempt staff, students, and hourly employees must submit a timesheet for each payroll period in order to be paid.
  2. Employees who do not submit a timesheet for a payroll period will have to enter their hours under the category "**retro pay**" on the timesheet for the next pay period.
  3. Timesheets will be ready for entering on the first day of a current pay period. A new hire or a rehire employee should have a timesheet available on his/her first scheduled working day. New or rehire employees should contact their home department first if their timesheet is missing or not available.
  4. The deadline for an employee (bi-weekly payroll) to submit his or her timesheet is on/before 11:59 pm of the Sunday after each pay period ends.

5. The deadline for a supervisor/approver (bi-weekly payroll) to approve a timesheet is on/before 2:00 pm the Monday after the pay period ends.

6. Deadlines (specific dates) for bi-weekly timesheets are published on the Payroll website.

D. **Monthly Payroll.** Exempt employees, faculty (full-time and adjunct), and teaching/graduate students.

1. Exempt employees, faculty, and teaching/graduate students must submit a leave report each month, documenting any leave taken within a pay period. If no leave was taken, the employee must still submit a leave report documenting this fact.

2. The deadline for an employee (monthly payroll) to submit his or her leave report is on/before 11:59 pm of the 10<sup>th</sup> day after each pay period ends (e.g., on/before July 10, 11:59 pm).

3. The deadline for supervisors/approvers (monthly payroll) to approve leave reports is on/before 5:00 pm of the 15<sup>th</sup> day after each pay period ends (e.g., on/before July 15, 11:59 pm).

#### IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

#### V. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date

Dr. Jaime R. Taylor	07/29/2021
President	Date

#### REVISION LOG

Revision Number	Date	Description of Changes
1	05/21/2021 06/28/2021	Version created (05/21/2021). General Counsel review: clarify III.C.2, entering retro hours (06/28/2021).
	07/29/2021	Version approved by President.