

PROCEDURE -EMPLOYEE TIMESHEET (F.HR.06)

The Employee Timesheet is used for all current, hourly employees to report their time worked. The timesheet must be submitted each month to be processed for payment.

- 1) Go to the forms page on the GCC website at <http://www.gcccharters.org/staff/timesheet.pdf>. and open the Employee Timesheet form.
- 2) Print the form and complete the applicable sections, including the budget code(s).
- 3) Sign the form and submit to the Principal or Director for approval.
- 4) The Principal or Director will submit the signed form to GCC Human Resources.
- 5) Human Resources will compare the timesheet to the SAAR agreement and, if approved, have the form reviewed by the Chief Business Official for budget purposes.
- 6) If approved by the CBO, Human Resources will submit the form to Payroll for processing.
- 7) A copy of the timesheet is kept in the timesheet file and the original in the employee's payroll file.