

WAYNE STATE UNIVERSITY
ASSOCIATE VICE PRESIDENT

FACILITIES PLANNING AND MANAGEMENT
5454 CASS AVENUE
DETROIT, MICHIGAN 48202

MEMORANDUM

To: Facilities Planning & Management – ALL UNITS

From: James R. Sears, Associate Vice President 
Angela C. Strickland, Director of Business Services 

Subject: Time Sheet Policy

Date: January 12, 2012

Employees will adhere to the guidelines set forth in this document for completing time sheets.

Responsibility

Employees - Responsible for accurately preparing and submitting their time sheets to their supervisors.
Must be in the system on Monday by 12:00 pm.

Supervisors - Responsible for verification and approval of time sheets. Supervisor approval certifies that time reported by the employee is accurate and that all leave and overtime both earned and taken comply with WSU policies. Must be approved in the system by 12:00 pm on Tuesday of the timesheet deadline.

Business Services – Timesheets will be reviewed, and if needed approved by Business Services at 4:00 pm on Tuesday to ensure that timesheets have been completed.

FP&M Administration – Responsible for the administration of this policy. For questions about completing and processing time sheets, contact the Director of Business Services.
The time sheet represents time worked and leave taken or earned that has been submitted by the employee and pre-approved or approved, as applicable, by the employee's supervisor.

Violations

Falsification of time sheets and/or failure to adhere to this policy may subject an employee to disciplinary action, up to and including termination.