

SIERRA COLLEGE

ADMINISTRATIVE PROCEDURE

No. AP7262

Timesheets for Management Employees

Date Adopted: 7/1/1983

Date Revised: 11/9/2004

Date Reviewed: 11/9/2004

References:

This procedure implements reporting of absences and time worked for management employees.

- All management employees will complete a monthly time report.
- The completed time report will be submitted through the next level manager to the Payroll Office by the end of each month.
- Authorization to work beyond the limits of the contracted days must have prior approval from the Superintendent/President.
- Salary for contracted days not completed will be deducted, as appropriate.