

M E M O R A N D U M

To: Chairs and Directors
From: Robert L. Thomas, Dean, College of Liberal Arts and Sciences
Subject: University Policy and CLAS Policy and Procedures pertaining to reporting of time off/absences via timesheets
Date: January 22, 2008

As a reminder, University Policy and Procedures requires that all employees including Deans, Chairs and Directors submit timesheets in a timely fashion via Pipeline whenever an employee is absent from their normally scheduled work day.

CLAS Procedures for Chairs and Directors:

- Vacation requests—submit an email to the Dean stating the time off and give the name of the faculty member within your department that will cover as “Acting Chair/Director” in your absence.
- Illness, Personal Business and Special Needs Days—Inform a faculty member (usually your normally assigned back-up as in the case when you are traveling on University related business) within your department and your departmental administrator if the absence is less than two days. If you know before hand that the absence will be more than two days as in the case of a surgical procedure, or you’re out ill more than two days, please send an email to the dean to inform him/her.
- University related travel absences—Please follow college policy and procedures (i.e. send your T.A.E.R. to the dean prior to your travel departure date).

For the first two points above, you need to report any of the time off through pipeline via an electronic timesheet. If you have not gone through this training, I highly encourage you to have your departmental assigned “super user” (usually the administrative assistant) within your department train you, or attend one of the University’s training sessions through Training and Development. Until you are trained and able to submit your own timesheet through pipeline, you need to submit a hard copy of your timesheet to the Personnel Manager of the College (Carmen Albert) so that she can enter the time off for you on your behalf. You can avoid having your hard copy timesheets approved by the Dean’s Office if you begin to submit them through pipeline, since Chairs and Directors are set-up in the queue system to be “auto approved”, and therefore once you submit it, the electronic timesheet automatically goes to Payroll and thus by-passes the Dean’s Office queue.

It’s also the employee’s responsibility to ensure that Payroll processes the hard copy timesheet or a late timesheet by verifying that it is reflected on your pay stub. If it is not, please contact the Payroll Office. If you miss the deadline for submitting an electronic timesheet, you need to submit a “Late Timesheet” to the Personnel Manager of the College (Carmen Albert) in a timely manner. You can get this hard copy timesheet form from your departmental “super user”.

Thank you for your cooperation.

Posted to Web on 1/22/2008