

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-PAY-26
Timesheets and Leave Reports

1. Purpose

To detail the deadlines for submission of timesheets, leave reports, and supervisor approvals. Due dates are clearly marked on each online timesheet or leave report and available on the Payroll Office Website.

2. Procedure

- a. All hourly student employees and non-exempt staff members must complete a time sheet for each payroll period by 5:00 p.m. on the *second* working day following the end of a pay period (i.e., July 1- July 15th period is due July 17th).
- b. Faculty and exempt staff members complete leave reports on an exception basis only, documenting any leave taken within a pay period by 5:00 p.m. on the *second* working day following the end of a pay period (i.e., July 1- July 15th period is due July 17th)
- c. Supervisors must complete all approvals by 5:00 pm on the *third* working day following the end of a pay period.
- d. Please refer to the Payroll Office webpage ([Report Time Instructions](#)) for specific procedures related to completing electronic or paper timesheets and leave reports.
- e. If an online timesheet or leave report is not available for an employee in the Banner Employee Portal, blank timesheets and leave reports are available under the [FORMS](#) link on the [Payroll Office](#) webpage and may be submitted to Payroll after execution by both the employee and supervisor.

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