

## **Payroll Time Reporting**

Dickinson College (the “College”) makes available an automated timesheet submission system through Banner Self Service to record time worked for the purpose of: 1) collecting the data necessary to pay employees accurately and timely; 2) tracking compliance with appropriate governmental regulations; and 3) maintaining the required supporting documentation. Based on the circumstances surrounding employment, certain non-exempt employees may submit hardcopy timesheets or timesheets through a time clock system. All bi-weekly and student emp

- Reviewing, approving and sending to Payroll any manual time sheets no later than the due date noted on the bi-weekly and/or student pay calendar.
- Signing and approving pay reports.
- Maintaining work and leave records for all exempt employees assigned to the department.

**Employee Responsibilities**

- Reporting all time worked by using Banner Self Service, TimeClock Plus or another method as approved by the appropriate supervisor (non-exempt).
- Providing the appropriate supervisor with advance notice for all leave.
- Adhering to College policy and departmental rules relating to time and attendance.
- Reporting promptly any discrepancies between hours worked and pay received to the appropriate supervisor or Payroll.

**Related Information**

Student Employment: Overview (Student Resources)  
 Compensation (Student Resources)  
 Employee Status (HR)  
 Policy Prohibiting Improper Pay Deductions for Salaried Exempt Employees (HR)  
 Overtime (HR)  
 Direct Deposit Policy  
 Payroll Check Distribution Policy  
 Repayment of Overpaid Wages

**History/Revision Information**

**Responsible Office/Division:** Financial Operations  
**Effective Date:** October 2012  
**Last Amended Date:**  
**Next Review Date:** Annually in June  
**Also Found In:**