



LARAMIE COUNTY GOVERNMENT

TITLE Timekeeping	APPROVAL DATE 8/15/1995
SECTION Compensation	REVISION DATE 12/20/2016

All employees and supervisors should carefully complete and review timesheets (paper or electronic). The submission by the employee and the supervisor's or designated approver's certify that the timesheet accurately reflect all time worked (if hourly), leave taken and all other absences for the pay period indicated.

All absences shall be entered consistent with established County policies and each supervisor is responsible for verifying and assuring his or her area's compliance with policy.

Exempt Employees

Exempt employees must submit timesheets that indicate the appropriate code for any leave taken or by indicating that there are no exception hours to report.

Schedule

Employee timesheets must be submitted and approved by the established deadline provided by Finance. Failure to do so may result in the employee not getting paid on time.

Accuracy

Employees are responsible for ensuring that time worked (if hourly) and leave time are reported accurately. Failure to report leave and/or falsifying a time record will not be tolerated.

Any errors regarding payroll must be reported to Finance for any necessary correction.

Responsibility

Each department is responsible for submitting department employee's time electronically as required by Finance.