

REPORTING OF TIME

1. Time sheets are to be completed by all biweekly and monthly non-exempt staff. Time sheets should record all hours worked and/or not worked. Time sheets are to be signed by employee and approved by County Director. For instructions in filling out this form, please go to the UT IRIS web site and scroll down to Time Sheet-Monthly, Instructions:
<http://iris.tennessee.edu/HR%20Misc/Forms/default.htm>
2. Biweekly time records should be entered by the timekeeper and approved (where applicable) by the County Director on the last working day of the time period. For instructions in filling out this form, please go to the UT IRIS web site and scroll down to Time Sheet-Bi-Weekly, Instructions:
<http://iris.tennessee.edu/HR%20Misc/Forms/default.htm>
3. Monthly time records should be entered by the timekeeper and approved by the county Director by the 10th of the month following the working month (January's time should be entered and approved by February 10th, etc.).
4. Leave reports are to be completed for each staff member. Leave reports are to be signed by employee and approved by County Director. The County Director report is to be signed self and forwarded to the Region Office for approval by Region Director. The Leave Report form is available at the Eastern Region web site (under Personnel):
<http://uteasternregion.org/forms.htm>
5. Per 12's (Leave Record Form) should be completed for each employee. This record is to be updated on a monthly basis. The Per 12 should be reconciled monthly with IRIS. Any differences should be noted and checked out (do not wait until end of year to question any discrepancies). To check IRIS records, use PT50 (Quota Overview), Accrual Information on Sap Easy Access (IRIS).
6. Time sheet, leave report and Per 12 for each employee should reflect the same recorded hours for annual leave, sick leave, etc.
7. Time sheets, leave records and Per 12's are to be retained in the office for a period of 3 years.
8. The reconciled Per 12 for Specialists and County Directors are to be sent to the Region Office during the first of each calendar year for the previous year. This will be approved and returned for filing purposes.

9. The Eastern Region web site has the Time Sheet forms and Per12. Click on this address; look under Time Reports:
<http://uteasternregion.org/forms.htm>
10. The IRIS web site has forms related to time reporting (click on this address): <http://iris.tennessee.edu//HR%20Misc/Forms/default.htm>