

Louisiana State University

Office of Facility Services

Operating Instruction 1102

Effective Date: December 1, 2010

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SUBJECT: COMPLETION OF DAILY TIME REPORTS

I. General

- A. All Facility Services supervisors are required to fill out a daily time report. It shall list all employees assigned to them for work that day.

II. Form Completion Instructions

- 1. Enter date worked.
- 2. Departmental name, employee name and employee number are automatically printed on form.
- 3. List the building name or general area of work if not in a building.
- 4. List job cost numbers.
- 5. Give a brief description of work performed at listed location.
- 6. List all work order numbers, chargeable and non-chargeable.
Example: 7-0-012, 6-2-Bldg., 3-2-025. 9-9-040, 0-0-009
- 7. The present work order number 0-0-006 is for supervision. Each department will list the same number for their supervisors.

8. List all leave on the first few lines as needed. Example: **Annual leave** will be shown on the first line, **Sick leave** on the second line and **Compensatory leave taken** on the third line. All other types of leave will be listed as required.
9. List all regular hours and overtime. To distinguish overtime hours from regular hours, slash the box in half diagonally. Overtime hours shown always appear in the lower right of the box marked OT.
10. Total all regular hours in columns from # 1 through # 17. Each column should equal eight hours across.
11. All overtime is indicated on this line when columns are totaled. If compensatory time was earned, a **CE** will be placed above or next to the hours earned.
Example: 2CE
12. Indicated grand total of all hours worked in a day, a day starting at 12:00 midnight. All time earned after midnight shall go on the following day's report. **Compensatory time earned** is **never** added into this column; it is separated by slashing the box diagonally and listing the compensatory time earned in the lower right and placing **CE** next to it.
13. The employee numbers of the superintendent and/or supervisor are listed.
14. After reviewing the time report, the superintendent must sign it.
15. Indicate Page 1 of 1 if all employees in your craft can be listed on one page. If not, please use Page 1 of 2, etc.
16. Each morning before 8:00 a.m., every craft must deliver the original time report (white copy) to their time keeper. Building Services and Landscape Services will deliver their time report directly to their departmental time keeper, and all other crafts will deliver their time report directly to the Accounting time keeper.
17. Each department will retain, for their own individual files, the second sheet of the time report.
18. Each morning, the superintendent will have the third sheet delivered to the departmental administrative assistant.

III. Falsification of Time Worked Records

- A. Falsification of any data on the daily time report will be grounds for immediate dismissal.

IV. Supervisor's Absence

- A. Each department must develop internal backup procedures to allow accurate time keeping in the absence of first line supervisors.
- B. Department heads are responsible for developing these backup procedures.