Procedures for Cost Allocation Timesheets

Due into the Controller's Office by 20th of Month

- Timesheets are due to admin by the 5th of the month.

- Proof each timesheet for accuracy in the following areas:

    o Hours -- staff should account for at least 8 hours each day.

      ▪ Multiply the number of working days for the month by 8 and this is the total minimum number of hours for the month. Monthly total hours will vary due to number of days and work days in any month, and the work schedule for variable employees. (Generally, everyone should have close to 168 monthly hours.)

      ▪ Check totals for hours up and down and across.

      ▪ Be sure leave hours and paid holidays are included.

    o Confirm the position number on each timesheet

    o Month/Year

    o Printed Name

    o RCC # (And ONLY the RCC #, no fund or FRCs)

    o Business Officer Name

    o Program and FRC's

    o Signatures, dates and printed name of supervisor

    o Initial and date – lower left corner and return to Budget Office Admin Support

- If employee is a new hire or left employment during that month, indicate the effective date to the Controller's Office on the sheet to account for missing work days.