

Academic Affairs Policy on Direct Reports Time Sheet Verification

Effective July 1, 2018, all direct reports to the CAO will notify the CAO via email each time they take annual leave during a given month. They will also copy the CAO's Administrative Assistant. When the paper or electronic timesheet is approved for that month, the CAO will refer to the emails and check for agreement. If there are disagreements the CAO will not approve the timesheet until inconsistencies are reconciled.

Effective July 1, 2018, the CAO Administrative Assistant will check the IRIS entry for each direct report to ensure that the entered times for all absences agree with the paper or electronic timesheets as appropriate. The CAO will make electronic copies of all electronic timesheets when approved, and send these copies to the Administrative Assistant.