



LATE TIMESHEET POLICY

Effective Date: November 20, 2013

Internal Control Policies at SUNY Potsdam require employees to submit timesheets on a timely basis. For unclassified employees, the [State University of New York Policies of the Board of Trustees](#) requires that employees certify their presence and record any absences on forms to be provided by the State for review on a monthly basis. For classified employees, the [NYS Department of Civil Service Attendance and Leave Manual](#) requires that an adequate and accurate record of attendance must be maintained for each employee. The [Direct Deposit enrollment form](#) provided by the Office of the State Comptroller states: “The State agency may cancel an employee’s direct deposits when internal control policies would be compromised by this form of salary payment.”

In order to comply with these policies it has been determined that any employee behind based on the guidelines below, may have their Direct Deposit privileges cancelled. The employee is required to pick up their check in the Human Resources/Payroll Office and is requested to bring outstanding timesheets or proof of online submission with them. For those who do not work on campus, this may be accomplished through other means.

UNCLASSIFIED EMPLOYEES: Timesheets completed for each month are due by the *10th of the following month.*

Action taken by Payroll for late timesheets, 1st month behind

- 1) Reminder e-mail sent to employee on the 10th of the month
- 2) Reminder e-mail sent to employee and supervisor on the 20th of the month

Action taken by Payroll for late timesheets, 2nd month behind or more

- 1) Reminder e-mail sent to employee on the 10th of the month
- 2) On the 20th of the month: cancellation of Direct Deposit for next payday, paper paycheck may be picked up in the Human Resources/Payroll Office.

Cancellation of Direct Deposit:

1. **Notification:** An email will be sent to the employee and a copy placed in their personnel and payroll files. This email will include the reason for the cancellation, the date direct deposit privileges will be cancelled, and the procedure for reinstatement of direct deposit and release of the check.

2. Reinstatement of Direct Deposit

After two paper paychecks, the employee may request by e-mail or letter to be reinstated to Direct Deposit. If approved, a new Direct Deposit form needs to be completed.

CLASSIFIED EMPLOYEES:

Clerical: Timesheets completed for each pay period are due on *Wednesday, close of business, following the end of each pay period.*

Action taken by Payroll for late timesheets

- 1) E-mail sent to employee 4 days after deadline
- 2) E-mail sent to supervisor 3 days after above employee notice.
- 3) 28 days after deadline, cancellation of Direct Deposit for next payday, paper paycheck may be picked up in the Human Resources/Payroll Office.

Physical Plant/University Police: Timesheets completed for each month are due by the *end of the second pay period of each month based on the payroll schedule.*

Action taken by Payroll for late timesheets, 1st month behind

- 1) Reminder phone call given to supervisor 7 days after deadline and daily thereafter

Action taken by Payroll for late timesheets, 2nd month behind or more

- 1) At the end of the 2nd month behind: cancellation of Direct Deposit for next payday, paper paycheck may be picked up in the Human Resources/Payroll Office.

Cancellation of Direct Deposit

1. Notification

An email will be sent to the employee and a copy placed in their personnel and payroll files. This email will include the reason for the cancellation, the date direct deposit privileges will be cancelled, and the procedure for reinstatement of direct deposit and release of the check.

2. Reinstatement of Direct Deposit

After two paper pay checks, the employee may request by e-mail or letter to be reinstated to Direct Deposit. If approved, a new Direct Deposit form needs to be completed.