



## Columbia University Medical Center

### Guidelines for Monitoring and Reviewing Officer of Administration and Staff Timesheets

#### Introduction:

To assist administrators with the University's obligations with respect to time and attendance tracking and to standardize a process for reporting accrued entitlements to time off that will facilitate compliance with applicable regulations.

#### Purpose:

Ensure compliance in the record keeping of OOA and staff timesheets.

#### Scope:

All management personnel who authorize OOA and staff time records.

#### Procedure:

Detailed instructions relating to the administration of officer and support staff time keeping records can be found respectively at:

1. <http://managers.hr.columbia.edu/time-attendance/forms-tracking-and-recording/officers>
2. <http://managers.hr.columbia.edu/time-attendance/tracking-time/support-staff>

Each School / Department must follow the instructions, use the applicable form(s) and assure adherence to the following guidelines:

- Officer time sheets are initialed and dated monthly
- Staff time sheets are completed daily
- All time sheets are signed and approved at the end of the pay cycle
- Business Unit offices review time sheets at least quarterly, monitor for compliance and submit an attestation to the appropriate School/Department affirming that time reporting is conducted in accordance with University policies and procedures
- Departments submit "attestations" to their respective School's Administration (monthly, quarterly or semiannually) affirming that time reporting within the School is conducted in accordance with University policies and procedures.

Schools submit the attestations annually to CUMC HR and CUMC HR will establish an ongoing monitoring process to determine adherence to the policies and procedures.

For more information, consult the applicable collective bargaining agreement. Non-union support staff should consult the University's *Personnel Policy Manual*.

#### References:

Officer Time-Off Form: <http://managers.hr.columbia.edu/time-attendance/forms-tracking-and-recording/officers>

Record of Hours Worked: Support Staff: <http://managers.hr.columbia.edu/time-attendance/tracking-time/support-staff>

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