

October 2020

Procedure for submitting Timesheets and Employee/Board Expense Sheets

All pay periods begin on a Sunday and end on the second subsequent Saturday. Time sheets are processed for direct deposit on Thursday. Timesheets and reimbursement sheets are due at the UACD office in Logan by **10:00am Monday** morning following the end of the pay period.

Time sheets should be signed by the employee and submitted to UACD after completion of last day of work in the pay period. Please do not pre-sign and submit time sheet when hours are not yet worked.

Time and reimbursement sheets (both attached) must be signed by the employee and approved by the supervisor. In an effort to reduce duplication, please send only one signed timesheet to the Logan office. You may want to keep a copy in your own files.

Preferred forms of submission, in order of preference:

1. Deliver original copies of signed time and expense sheets with receipts to the UACD office in North Logan by 10:00am Monday morning. This method is ideal only for staff members located in the North Logan office.
2. Scan signed copies of time and expense sheets and a clean copy of your receipts to Kristy (kdavis@uacd.org) by 10:00am Monday morning. Digital signature is acceptable.

Each employee is responsible to give a copy of their time and expense sheets to their supervisor (by email) on the same day. The supervisor is responsible to approve the time and expense sheets by either signing the timesheet, phoning or emailing Kristy their approval or changes.

Direct Deposit

Employees should use the electronic direct deposit system for payroll. New employees are asked to fill out the Authorization for Direct Deposit form (attached). This method assures that each employee is paid the Thursday following the end of the pay period. If, for some reason, the employee wishes to receive a check in the mail instead of direct deposit, the Authorization for Direct Deposit form must be checked (do not authorize) at the bottom of the form along with an explanation. These checks will be mailed by Wednesday and it will depend on the United States Postal system as to when your check will arrive.