TIMESHEETS & CLASS CERTIFICATION ROLL 15.5.0

PRINTING OF CONTINUING EDUCATION TIME SHEET & CLASS CERTIFICATION ROLL 15.5.1

A. The Continuing Education Time Sheet & Class Certification Roll is printed by the Continuing Education Office utilizing the CEROSTER Screen. The electronic printout of the form will occur at a designated location on the campus.

B. The campus must be equipped with the following:
1. Personal Computer (PC) with an attached printer, and an installed terminal emulation package with a main frame printer
2. Preprinted Continuing Education Time Sheet & Class Certification Roll forms

C. The Continuing Education Office will identify the starting date of all classes. Prior to the start of a class, the Continuing Education Office will use the CEROSTER Screen to generate the CE Time Sheet & Class Certification Roll for that class.

D. The CE Time Sheet & Class Certification Roll must be distributed to the instructor by the third class day. (If necessary, a temporary roster may be generated from a screen print of CEROLL. The instructor must then verify from the student's class schedule/fee receipt that the student is officially enrolled.)

PURPOSE OF CONTINUING EDUCATION TIME SHEET & CLASS CERTIFICATION ROLL 15.5.2

A. The Continuing Education Time Sheet & Class Certification Roll will serve the following purposes:
1. official class roll
2. one-time payment time sheet for instructors who shall be paid a single payment, at the completion of the course

B. Each time the class meets, the instructor shall record the following information on the CE Time Sheet & Class Certification Roll:
1. class meeting date
2. attendance for each listed student
PURPOSE OF CONTINUING EDUCATION TIME SHEET
& CLASS CERTIFICATION ROLL (Continued)

C. On the last day of the class, the instructor shall record a "completion" or "non-completion" code for each student onto the CE Time Sheet & Class Certification Roll.

D. The instructor must notify the Continuing Education Office if any students are attending the class who are not listed on the official class certification roll.

E. The Continuing Education Office will be responsible for approving the addition of any late enrollees to the official class roll.

F. **Class Certification:** To certify the attendance for the first six class sessions, the instructor must sign, date and return the top page (certification page) of the CE Time Sheet & Class Certification Roll to the Continuing Education Office according to the schedule listed below:

1. If the duration of the course is six (6) sessions or less, the Certification copy must be returned at the completion of the course.
2. If the duration of the course is more than six (6) sessions the Certification copy must be returned immediately after the 6th class session.

G. The instructor shall continue to record attendance on the two (2) remaining pages of the CE Time Sheet & Class Certification Roll until the last session is completed.

H. **After the last class session** the instructor shall sign and date the two (2) remaining pages of the completed CE Time Sheet & Class Certification Roll, record the number of hours taught in the appropriate location and return the completed form to the Continuing Education Office.

DISTRIBUTION AND AUTHORIZATION FOLLOWING COURSE COMPLETION 15.5.3

A. Upon completion of the course, the instructor must submit the completed and signed CE Time Sheet & Class Certification Roll to the Continuing Education Office by the due date printed on the form. Forms submitted after the due date will not be processed until the next pay period. (Instructors should not return this form to the Human Resource Office.)

B. The Continuing Education Office will check the form for accuracy.
DISTRIBUTION AND AUTHORIZATION FOLLOWING COURSE COMPLETION
(Continued) 15.5.3

C. The appropriate Continuing Education Supervisor will sign and date the form when it is to be sent to the Human Resource Office as a payment document.

D. An appropriate copy of the CE Time Sheet & Class Certification Roll shall be retained in the Continuing Education Office for the following purposes:
   1. to substantiate the class certification, where appropriate (Courses with a duration longer than six sessions should have returned the Class Certification copy no later than the 6th class day.)
   2. to serve as an entry document when the students' course completion records are updated on the Continuing Education Registration system

E. If the "Personnel Coordinator Signature/Date field" is blank, (i.e. the words "DO NOT SUBMIT TO PAYROLL" are NOT PREPRINTED on the form), the Continuing Education Office shall send the appropriate copy to the Human Resource Office. This copy will serve as the instructor's official timesheet.

F. INSTRUCTORS WHO ARE PAID ON A ONE-TIME BASIS FOLLOWING COURSE COMPLETION, WILL NOT BE PAID UNLESS the completed and signed CE Time Sheet & Class Certification Roll is submitted to the Continuing Education Office and the Continuing Education Office submits the completed and signed time sheet copy to the Human Resource Office.

HOURLY PAY TIMESHEETS 15.5.4

A. If an instructor is being paid monthly, the instructor must document the time worked on the Hourly Pay Timesheet. (The Continuing Education Time Sheet & Class Certification Roll will not be used as a timesheet by this instructor; however, the instructor must complete the Continuing Education Time Sheet & Class Certification Roll and submit it to the Continuing Education Office at the end of the course. It will be used as an official class certification roll.)

B. Reference Payroll Section 3.5.0 in the Business Procedures Manual for further information on the use of the Hourly Pay Timesheet.
SUBSTITUTE TEACHER TIMESHEETS

A. If a substitute teacher is required for a Continuing Education class, the substitute teacher's time worked must be documented on the Substitute Pay/Special Contract Leave Without Pay Timesheet.

B. The information that is required on the Substitute Pay/Special Contract Leave Without Pay Timesheet is as follows:
   1. Social Security Number (SSN) of absent instructor
   2. Social Security Number (SSN) of substitute instructor
   3. Rate of pay of substitute
   4. Hours worked by substitute
   5. Account/Campus/Fund/Program area
   6. Course number
   7. Section number

C. Considerations:
   1. The Fund/Location/Division/Account area must be a valid Continuing Education account on the General Ledger or, if the month is September, must be on the Budget File.
   2. Course number and Section number must be present on the absent instructor's hourly pay distribution record and hours remaining must be = or > the hours being entered.

ENTRY OF TIMESHEET INFORMATION INTO HRS

The Human Resource Office will enter the timesheet information into the Human Resource System.

A. Information from the Hourly Pay Timesheets and from the Continuing Education Time Sheet & Class Certification Rolls will be entered through the TSCONTROL Screens. (Reference Payroll Section 3.5.0 or the HRS Application Guide, Section V.

B. Substitute Teacher Timesheets will be entered through the TSCESUB Screens. (Reference the HRS Application Guide, Section V.

MONITORING RETURN OF CLASS CERTIFICATION ROLL

A. The Continuing Education Office will monitor the return of the Certification copy of the Continuing Education Time Sheet & Class Certification Roll according to the schedule described in Section 15.5.2.E.
MONITORING RETURN OF CLASS CERTIFICATION ROLL (Continued)

B. All instructors are responsible for returning the Certification copy of the CE Time Sheet & Class Certification Roll to the Continuing Education Office.

TRACKING MAXIMUM COURSE HOURS 15.5.8
The Human Resource System tracks the timesheet hours submitted and accumulated in the system against the maximum course hours allowed. The system will not allow payment for hours worked that exceed the maximum allowable hours. The system will not allow payment-in-full to an instructor until all his/her contract hours have been processed from the timesheet(s).