

Procedures for Cost Allocation Timesheets

Due into the Controller's Office by 20th of Month

- Timesheets are due to us by the 5th of the month.
- There is a “Cost Allocation Timesheet Log” on the s: drive S:\Division Office/BUDGET/Cost Allocation Timesheet Log/2014 Timesheet Log/E-May 2014 Timesheet Log.xls. (Once the Cost Allocation Timesheet Log file is found and clicked, look for the year and month file as in the example above.)
 - This log will need to be updated when people are added and removed.
- Confirm all timesheets received and deliver to appropriate Business Officer for review and return.
 - Contact individuals and supervisors who have not turned in timesheets by the 5th of the month.
 - Check timesheets submitted against the master log to see which timesheets are missing by the 10th of each month.
 - Contact the supervisors and employees of missing timesheets to get them collected by the 15th of each month.
- MAKE AND FILE COPIES OF ALL TIMESHEETS.
 - Put copies in a folder and label the folder by month. These folders are filed in the bottom drawer of the black file cabinet.
- After timesheets are reviewed and returned by the Business Officers, forward originals to George Edens (855-3703) (Cost Accounting) in the Controller's Office in the Spruill Building on the Dix Campus.
 - Put Original Timesheets and log in an Inter Office Envelope and send to George.
 - Timesheets should be in the Controller's Office by the 20th of the month.
- Mail will only run on Monday, Wednesday, and Friday.