

## Offsite Payroll Procedures. For Supervisors.

- Employees must be instructed to still fill out a timesheet, and track time.
  - Timesheets are available as a fillable .pdf. Supervisors should make sure to send this digital copy to their employees immediately.
  - We are working on an online document for future payrolls.
- Supervisors need to gather timesheet information (hours and number of days worked, budget codes) from their part time employee's via the fillable online .pdf. If that is not possible for the employee, we will accept other methods (take a picture, scan). Supervisors must ensure the Employee is signing for their time. Hours should still be totalled and checked by supervisor on the timesheet.
  - The timesheet information needs to be compiled alphabetically and submitted, via email, to the [payroll@ltcc.edu](mailto:payroll@ltcc.edu) email. **Please compile the timesheet info into a summary using the provided excel template, Timesheet Summary Workbook.** Use the attached excel file and enter each employee's total hours and days for the period. Please include a copy of each employee's timesheets with the department summary for further payroll inspection.
  - This email from the supervisor should contain a statement of approval for the hours and days worked for the batch of employees. This will be used in lieu of an ink signature.
    - Ex: I, *Supervisor*, have reviewed and approve the attached employee(s) hours for pay. I hereby certify that this record is true and accurate to the best of my knowledge.
- The payroll submission from each supervisor will 100% be via email to [payroll@ltcc.edu](mailto:payroll@ltcc.edu).
  - Summary of timesheet information, by whatever means, is most crucial for this next week.
- **From now on the .pdf timesheet copies and excel Timesheet Summary that is being submitted from each supervisor will be referred to as The Department Payroll Bundle.**
- As always, we are 1000% open and flexible to new circumstances and new ideas. And we hope by the next payroll cycle to have a more efficient system.