

College Operating Procedures (COP)



Procedure Title: Employee Time Records
Procedure Number: 07-0706
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02; 6Hx6:5.02
Florida Statute 1001.64; 1001.65; 1012.81-83; 1012.855-875
Florida Administrative Code 6A-14.037

Procedure Actions: Adopted: 06/09/09; 07/01/09

Purpose Statement: Florida SouthWestern State College (College) will record the hours of each employee per construction job.

Guidelines:

The College will record the hours of each employee per construction job.

Procedures:

The employee will:

- I. Prepare a time record reflecting that employee's hours devoted to a Fund 7 project for each month.
- II. The time record will be signed by the employee and approved by the immediate supervisor and the Department Director.
- III. The Business Manager will assist a fund code to be charged for the employee's time.
- IV. A copy of the original time record will be maintained within the Department.

The original time record, approved by the Supervisor and Director, will be provided to the Project Accountant in the Business Office.