Time Records for Regular Full-Time Employees
All regular full-time University employees are required to submit monthly time records for the purpose of recording hours worked and leave taken (vacation, sick leave, etc.). It is the responsibility of the administrative unit heads to collect time records for all employees under their supervision. They must insure that time records are received in the UAM Personnel Office no later than noon on the first work day of the following month.

Time Records for Extra-Help Employees
Extra-help employees are required to complete a time record twice each month. Time records for the first pay period of the month (1st through 15th) are due in the Personnel Office by noon on the first work day following the 15th. Time records for the last pay period of the month (16th through end of month) are due by noon on the first work day of the following month. Time records for extra-help employees must be submitted before payroll checks can be processed. If an extra-help time record is not received in the UAM Personnel Office by the deadline, the payroll check may not be processed until the next pay period.