

## **Century Community and Technical College**

### **4.18.0.1 Exception Time Reporting**

#### **Purpose**

To provide the college with guidelines for implementation of exception time reporting.

#### **Provisions**

Exception time reporting is limited to MnSCU administrators. Administrators must complete a leave slip only when there is a deviation from their established work schedule. Deviations include, but are not limited to such items as: vacation, vacation donation/conversion, sick leave, bereavement leave, jury duty, leave without pay, etc.

Exception time reporting does not preclude federal requirements for positive time reporting when employees are wholly or partially paid from federal grants sources.

All other employee groups, except faculty, must complete a timesheet and leave slip for all payroll related transactions.

#### **References:**

#PER0001 Minnesota State Colleges and Universities Exception Time Reporting

**Date Proposed:** 2/12/98  
**Date Approved:** 2/12/98  
**Date Implemented:** 2/12/98  
**Date Revised:** 6/1/95  
3/1/07