

CIRES Time Card policy for student and temporary hourly employees

Effective October 2017

Beginning with the pay period from October 8-21, 2017, CIRES will no longer accept paper time cards for student and temporary hourly employee pay. On-time submission of the electronic time reporting will be required to initiate a pay advice. Supervisors will be required to electronically approve time reporting online on or before the stated deadline.

Time reporting instructions

CIRES has prepared instructions for hourly employees to set up and submit their time card, which are available at this link:

Link to [How to Create and Submit Timesheet for Hourly Employees](#)

Time approval information for supervisors

CIRES has prepared instructions for supervisors to approve time cards, which are available at this link:

Link to [Step by Step Guide to Approvals in MyLeave](#)

Proxy information for supervisors

The following instructions allow supervisors to designate another individual to approve employee time cards. Please note that:

1. The employee number of the proxy/designee is required to initiate this process
2. The proxy can be set permanently or for a set period of time
3. All leave reporting emails will go to the proxy when this is set up, not to the supervisor

Link to [Step by Step guide to setting up a Proxy for Supervisor Approvals in MyLeave](#)

Late time reporting:

If time reporting or time approval is delayed beyond the deadline (usually Tuesday at noon local time following the pay period end), student and temporary hourly pay will be delayed to the next normal pay date. If time reporting is delayed, work hours can be reported after-the-fact using the electronic time reporting system. CIRES HR must be notified of late reporting via cireshr@colorado.edu or pay will not be initiated.

CIRES HR is available to answer questions about the time reporting process. Please send email to cireshr@colorado.edu with the employee's name in the subject line if you need assistance.