

TIME CERTIFICATIONS & TIMEKEEPER

MONTHLY-PAID EMPLOYEES

MONTHLY CERTIFICATIONS

5th

Employees will receive an email inviting them to certify their time for the previous month

10th

Employee certifications are due

11th

Supervisors receive an email inviting them to certify direct reports' time and to ensure employee certifications are completed

15th

Supervisor certifications are due

MONTHLY LEAVE REQUESTS

Monthly employees request time via electronic SF-6 in PeopleSoft.

- Monthly-paid employees request leave by submitting SF-6 forms via PeopleSoft Self-Service.
- Supervisors will receive an email notifying them that an employee has requested time off.
- Supervisors can click the link in the email to review the request and approve/deny.



REMINDER

Reminder! It is imperative that certifications and SF-6s are approved timely!



CONTACT US
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TIME CERTIFICATIONS & TIMEKEEPER

BI-WEEKLY EMPLOYEES

BI-WEEKLY TIMEKEEPING

- Employees clock in and out using a computer
- Only Animal Laboratories, Environmental Health and Safety, Physical Plant Services, and Dining Services use their badges.
- Department timekeepers review timecards, enter time off, etc., every 2 weeks for payroll.
- Biweekly employees do not certify their time in PeopleSoft; they sign a Time Detail report.



Reminder! You may not necessarily be the timekeeper for your department. Please verify with your supervisor or department head.

BI-WEEKLY LEAVE REQUESTS

- Biweekly employees fill out a PAPER SF-6 form and submit to the supervisor for approval.
- The timekeeper will enter the hours into the employee's timecard.



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