LOUISIANA STATE UNIVERSITY

Finance & Administrative Services
Office of Accounting Services
Payroll

TIME AND LEAVE CERTIFICATION

Louisiana Revised Statue 3311 A(3) requires administrative, professional and academic personnel to certify that they were either present or absent from their usual duty posts during the usual working day. It further requires that the certification be signed and reported monthly.

Civil Service Rule 15.2 requires classified employees and their supervisor to certify the number of hours of attendance or absence from duty on the time and attendance records.

University Policy Statement 33 requires that time be certified by the student employee and their supervisor.

University Policy Statement12 requires that leave slips be signed by employees and approved by their supervisor.

These certification procedures should be performed with each payroll for student and classified employees and on a monthly basis for administrative, professional and academic personnel. Leave slips should be signed and approved as leave is taken.

Please ensure your department has proper procedures in place so that you are in compliance with these policies and regulations. If you need additional information or assistance in establishing procedures, contact the payroll office.