

CHILDREN'S HOSPITAL AND REGIONAL MEDICAL CENTER  
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Office of Sponsored Research

POLICY NUMBER: OSR-02

REPLACES: \_\_\_\_\_

EFFECTIVE DATE: October 1, 2004

REVISION DATE: \_\_\_\_\_

POLICY TITLE: Submission of Research Time Sheets

POLICY:

**Children's Hospital and Regional Medical Center employees are required to record time worked on the hospital-approved time recording systems. Principal Investigators are required to retroactively approve time charged to their projects on a regular basis.**

PROCEDURE:

1. All employees shall be given an assigned schedule of hours by their supervisor. Employees are expected to work assigned hours unless approval is given by the supervisor to deviate from these hours.
2. All time for which an employee is to be paid must be recorded on a time sheet and signed by the employee and supervisor if the time card is in paper form, or submitted and approved electronically by employee and supervisor if using Web Time Entry within ERP.
3. The Principal Investigator for a research project is required to retroactively approve time charged to all his or her research projects on a regular basis (no less frequent than every 2 months) using the Payroll Retroactive PI Approval/Reallocation form available from the Lawson/ERP system. It is the responsibility of the Sponsored Projects Officer (SPO) to ensure the PI signs these forms on a regular basis, and retains copies in the award file as a permanent record.

4. Employees/PIs should report research related payroll errors to their SPO in the Office of Sponsored Research immediately.

Approved by:



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Director, Research Finance & Sponsored Projects

10/1/04

\_\_\_\_\_  
Date