

 This message was sent with high importance.

## **Laiche, Karen M.**

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**From:** Delgado Business & Administrative Affairs Office      **Sent:** Thu 5/19/2011 10:14 AM  
**To:** FacultyStaff  
**Cc:**  
**Subject:** Directive Regarding Employee Contracts and Timesheets  
**Attachments:**

***From the Vice Chancellor for Business and Administrative Affairs:***

To All Employees,

All employees are required to adhere to the following:

- 1) All employee contracts and timesheets require the original signature of the employee before being processed;
- 2) All employee contracts must accurately reflect the scope of work of the contracted duties and hours of work. In addition, for contracted teaching duties, the course's enrollment must be verified before being processed;
- 3) Any additional contracted teaching and non-teaching duties for hourly employees must be performed outside of the normal hourly work schedule and must be documented and kept on file for audit purposes.

Thank you for your cooperation.

Anne Van Winkle  
Administrative Program Specialist A  
Business and Administrative Affairs  
Phone: 504/762-3005  
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