Timesheet Falsification Policy

Timesheets must reflect only hours worked during that pay period. Hours from one pay period cannot be included on another pay period’s timesheet. It is the student’s responsibility to make arrangements with the supervisor to sign the timesheet before the due date; however, the supervisor can sign the timesheets in the student’s absence. It is the responsibility of the supervisor to make sure that timesheets are delivered to Student Employment/Work Study by the due date. Timesheets received after the due date will not be processed until the next payroll.

Students must know who their immediate supervisor is and who to contact if the supervisor is not available.

Students and supervisors are required to keep an accurate record of the hours worked and amount earned towards their overall Federal Work Study (FWS) award each week. This information is accessible via the student’s MyBama account. Keep in mind that the hours reflected are a pay period behind schedule.

It is a federal offense for a student or an employer to falsify any information on a student’s payroll timesheet. Falsification may result in termination of employment.

Falsification of a time sheet by a student is a serious offense. The consequences are as follows:

- Immediate removal from the Federal Work Study Program.
- Reduction/Cancellation of FWS earnings that were obtained by falsification of time sheet, with possible charge to Student Account if it is determined that monies not legitimately earned by hours worked are owed.** Disputed FWS earnings are also subject to state and federal laws and could result in fines or jail time. The difference in the amount of Federal Work Study awarded and Federal Work Study funding actually earned will be cancelled and will not be replaced with any federal or institutional assistance.
- A Termination Notice will be placed in the student's file indicating the reason for removal from the employment position.
- The matter will be referred to Office of Student Conduct for appropriate disciplinary action.
- Payroll will be notified of the correct hours worked.

**Supervisors are responsible for submitting a statement to Student Financial Aid, as well as any supporting documentation, detailing how the student has falsified his/her time. **
CONSEQUENCES OF FALSIFYING TIME SHEETS OR SIGNING SUPERVISOR’S NAME TO SIGNIFY APPROVAL

1. You May Be Prosecuted For Felony Charges Of Theft By Deception, Which Can Result In Jail Time, Fines, And A Permanent Criminal Record

Falsifying time cards by reporting hours not worked violates the state criminal code and is called “Theft By Deception.” (obtaining property by false pretenses or “knowingly obtaining by deception control over the property of another, with intent to deprive the owner of his property.”)

Deception is defined in Ala. Code § 13A-8-1 and occurs when a person knowingly:
   a. Creates or confirms another’s impression which is false and which a defendant does not believe to be true; or
   b. Fails to correct a false impression which the defendant previously has created or confirmed; or
   c. Fails to correct a false impression when the defendant is under a duty to do so; or
   d. Prevents another from acquiring information pertinent to the disposition of the property involved; or
   e. Promises performance, which the defendant does not intend to perform or knows, will not be performed.

Theft of property which
   a. exceeds $1,000 in value is theft in the first degree and is a Class B felony, which is punishable for not more than 20 years or less than 2 years imprisonment.
   b. exceeds $250 in value but does not exceed $1,000 is in the second degree and is a Class C felony, which is punishable for not more than 10 years or less than 1 year and one day imprisonment.
   c. does not exceed $250 in value is in the third degree and is a Class A misdemeanor, which is the most serious misdemeanor and is punishable by imprisonment in county jail for not more than one year.

Amounts involved in thefts committed pursuant to one scheme or course of conduct may be aggregated in determining the grade of the offense.

2. You May Be Sanctioned By The University For Violations Of The Student Code Of Conduct

You do not have to be found guilty of a violation of the law to have disciplinary proceedings instituted against you if the same fact situation would constitute a violation of the Student Code. The state prosecutor must prove elements of crime “beyond a reasonable doubt.” The University, however, has a lesser burden and must only present “substantial evidence” that a violation of its Student Code of Conduct occurred, which means evidence which would lead a reasonable person to conclude that it is more likely than not that the act in question did occur.

Falsifying employment records or forging a supervisor’s signature are encompassed within the following acts of misconduct specifically set forth in the Code of Conduct as activity that will subject a student to disciplinary sanctions:

- Acts of dishonesty, including but not limited to the following:
  - Furnishing false or misleading information to any University official, faculty member or office;
  - Forgery, alteration, or misuse of any University document, record or instrument of identification
- Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.

- Violation of federal, state or local law on University premises or at University sponsored or supervised activities.

**University Procedures For Handling Violations of Code of Student Conduct**

(http://www.sc.ua.edu/conduct.pdf)

1. Charge received by Office of Student Conduct.
2. Investigation by Conduct Investigator.
3. Possible resolution by mutual consent of parties.
4. Hearing before Conduct Body.
5. Sanctions recommended to if Hearing Body concludes there is “substantial evidence” of finding of responsibility for violation of Student Code (not necessarily that criminal conviction will result)
6. Sanctions range from warnings, to probation, loss of privileges, fines, restitution, work assignments, suspension (with conditions for readmission specified) or expulsion. **NOTE: Students who have falsified records or forged supervisor’s name have been suspended from the University.**
7. Appeals of decision of Hearing Body or sanction imposed by Conduct Administrator must be in writing within 5 days of the decision. Reviews limited to whether hearing conducted fairly; whether the decision was based on substantial information; whether sanctions appropriate for violation; or to consider new information if not known to person at time of original hearing.
8. If appeal upheld, remand to allow reconsideration of original determination. Appeal will not result in more severe sanction.
9. Disciplinary sanctions (other than expulsion) become part of student’s confidential record. Sanctions other than suspension or expulsion are generally expunged 7 years after the offense is committed.