




MINNESOTA DEPARTMENT OF CORRECTIONS

MINNESOTA CORRECTIONAL FACILITY – RUSH CITY

**TO:** RC Supervisors  
**FROM:** Robert Feneis, Warden   
**DATE:** March 5, 2007  
**SUBJECT:** Time sheet adjustments

Occasionally it is necessary for supervisors to make changes to employee timesheets during the approval process. If the employee is readily available, any changes should be discussed with the employee prior to time sheet approval.

If the employee is not available for further discussion or clarification, supervisors should make the change to the timesheet that they believe is appropriate and should complete the approval process. At the same time, you must note in the “Comments” section of the timesheet exactly what changes were made. You should also send a follow up e-mail to the employee explaining the change. It then becomes the employee’s responsibility to challenge or initiate a discussion with their supervisor about the change.

For consistency, I ask that you always use the “comments” section and an e-mail to notify employees of changes and not inform the employee verbally. This will ensure a standard communication method, consistent with state timesheet instructions.

cc: Eric Langworthy, AFSCME President