

Timesheet Instructions

Please follow these rules to make sure you are paid correctly and on time.

1. Double check hours on weekends and holidays.
TIP: At the beginning of the month, cross off holidays and weekends so hours do not accidentally get marked on these days.
EXCEPTIONS: May apply for departments that sometimes operate on holidays and weekends. In this case, your supervisor should note these approved hours in the comment section.
2. If the month ends on the 30th cross off the 31st and the 29th-31st in February.
3. Utilized the [Part-Time Hourly Payroll Schedule](#) for pay period end dates, timesheet due dates, and paydays.
4. Write your **total hours worked** (ex: 4 hours) at the end of your shift each day. **PLEASE DO NOT** write the times of your shift on each day (ex: 12:00-4:00).
5. Please check the correct **employee type** at the top of the timesheet. This helps clarify where the hours should be charged when you have multiple jobs.
6. Corrections to the timesheet **MUST** be initialed by the supervisor **AND** the student. DO NOT USE WHITEOUT.
TIP: Draw a line through the error, make correction, & initial.
7. Employees **MUST** sign & date timesheets. Then give to supervisor prior to Timesheet Due Date.
8. Have supervisor email Payroll right away if there is a schedule change after the timesheet has been submitted.

If you have any questions, call Payroll at 2220!