

## **How to complete Time Sheets for Hourly Paid Employees**

To be paid for time worked, timesheets must be completed for each pay period and submitted to your supervisor. The pay periods are outlined in our payroll schedule. It is important to note that your supervisor must submit your approved timesheet to Payroll by the deadline. Therefore, please ensure you confirm your submission deadline directly with your supervisor.

- Section 1 Fill in the Pay Period Ending Date, Last Name, First Name, and your signature.
- Section 2 Fill in the funding source codes provided by your supervisor, along with your Phone Number and Student ID Number.
- Section 3 Record the hours worked in the "Regular Scheduled Hours" column during the pay period, then tally up the total.

Enter the total hours for the pay period. Report hours worked using decimal format (e.g., 4 hours and 30 minutes = 4.50). Submit your timesheet to your supervisor for approval. Once approved, your supervisor will forward it to Payroll.

Please note: The timesheet deadline is strict. Late or incorrect timesheets will result in delayed payment.

