

# Timesheet Instructions for Supervisors

Please follow these rules to make sure your student and hourly employees are paid the correct amount from the correct budget.

1. Double check hours on weekends and holidays.  
**TIP:** At the beginning of the month, have your employees cross off each holiday and weekend in the month so they do not accidentally mark hours on these days. If the month ends on the 30<sup>th</sup> cross off the 31<sup>st</sup> and the 29<sup>th</sup>-31<sup>st</sup> in February.  
**Exceptions** may apply for departments that sometimes operate on holidays and weekends (Athletics, Security, & Campus Services). In this case, supervisors should note these approved hours in the comment section.
2. Employees should write the **total hours worked** each day (ex: 3.75), not the time period of each shift (ex: 12:00-3:45).
3. Employees will use the Sick Leave Taken section to enter sick leave if applicable. Must have accrued leave and be for valid sick leave reason. Only write the date and the hours used on that date.
4. Employees **MUST** sign & date timesheets.
5. Corrections to the timesheet **MUST** be initialed by the supervisor and employee. **DO NOT USE WHITEOUT** on timesheets.
6. For student timesheets:
  - a. Please check the correct **employee type** at the top of the timesheet. This helps clarify where the hours should be charged when the employee has multiple jobs on campus.
  - b. Include the Department Budget **ONLY** for Student Help/Tutor/WorkFirst employees.
  - c. Include the Department Code **ONLY** for Work Study employees.
7. If there is a schedule change after delivering the timesheet to Payroll, please email Payroll right away with the corrections.

If you have any questions, call Payroll at 2220!