

How to complete Time Sheets for Hourly Paid Employees

To be paid for time worked, time sheets must be completed for each pay period and submitted to your supervisor. The pay periods are printed on the back of the time sheet form under the Temporary and Hourly Employees section. It is important to note that your supervisor must submit your approved timesheet to payroll by the deadline date. Therefore, please ensure you discuss your submission deadline directly with your respective supervisor.

- Section 1 Fill in Pay Period Ending Date, Last Name, First Name and your signature
- Section 2 -Fill in funding source codes provided by your Supervisor; your Phone Number and Student ID Number
- Section 3 Fill in the hours worked in the Regular Scheduled Hours column during the pay period, then tally up the total hours for the pay period. Report hours worked using the decimal format (e.g. 4 hours and a half = 4.50). Submit your timesheet to your Supervisor for approval. Your Supervisor will submit the approved timesheet to Payroll.

Please note: timesheet deadline is a strict deadline, late or incorrect timesheets will result in delayed payment

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