

*For Payroll Use Only*

|                    |                    |
|--------------------|--------------------|
| HRCMS _____        | LCM _____          |
| Pay Per End: _____ | Pay Per End: _____ |
| Entered by: _____  | Entered by: _____  |
| Date: _____        | Date: _____        |



**Financial Services--Payroll Unit**

***Time Sheet***

Week Ending: \_\_\_\_\_

**Additional Compensation for Full-time Faculty**

**Complete Chartfield Information:**

|                  |                  |
|------------------|------------------|
| Fund Name: _____ | Dept Name: _____ |
|------------------|------------------|

| Account | Fund | Dept ID | Prog | Proj/Grant |
|---------|------|---------|------|------------|
|         |      |         |      |            |
|         |      |         |      |            |
|         |      |         |      |            |

***Section A (To Record Hours)***

| Employee Name | Empl ID | Rcd # | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | Total Hours |
|---------------|---------|-------|-----|-----|------|-----|-------|-----|-----|-------------|
|               |         |       |     |     |      |     |       |     |     |             |
|               |         |       |     |     |      |     |       |     |     |             |

***Section B (To Record Dollars)***

Work performed from: \_\_\_\_\_ To: \_\_\_\_\_

| Employee Name | Empl ID | Rcd# | Payment Amount | Employee's Signature |
|---------------|---------|------|----------------|----------------------|
|               |         |      |                |                      |
|               |         |      |                |                      |
|               |         |      |                |                      |

Preparer's signature: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **INSTRUCTIONS FOR COMPLETION OF BLUE TIME SHEET “ADDITIONAL COMPENSATION FOR FULL-TIME FACULTY”**

1. The time sheet for additional compensation for full time faculty performing additional work may be used on a weekly, bi-weekly, monthly or semester basis.
2. For each fund, the time sheet preparer will complete Fund Name, Department Name, and enter the week ending date on the time sheet.
3. Enter full Chartfield information: Account, Fund, Dept ID, and Program. In addition, the preparer will complete the Project/Grant information, if required. If you pay employees from different Chartfields, you must prepare a separate time sheet for each Chartfield used. You should check the employee's Non-AA hiring form to verify correct Chartfield information.
4. For Section A (To Record Hours)
  - a. The preparer will enter the Employee Name, Employee ID Number, and Employee Record Number in the appropriate space under Section A.
  - b. If the “Authorization for Institutional Employee Hiring” line for rate of pay has been prepared with an hourly rate, the preparer will record the number of hours worked in the appropriate block for each day worked and complete the total number of hours in the total hours block.
5. For Section B (To Record Dollars)
  - a. If the “Authorization for Institutional Employee Hiring” line for rate of pay has been prepared with a lump sum amount, the preparer will enter the dates of work performance in the appropriate space under Section B.
  - b. The preparer will enter the Employee Name, Employee ID Number, and Employee Record Number in the appropriate space.
  - c. The preparer will record the Payment Amount in the appropriate space.
6. For All

At the end of each time period worked, the SUPERVISOR will add his or her signature and date at the bottom of the time sheet.
7. Completed time sheets must be submitted to the Financial Services Office no later than 10:00 a.m. on Friday of the current week.

***NOTE: It is the responsibility of the supervisor to ensure that employee hours worked are submitted to the Financial Services Office by 10:00 a.m. on Friday of each week. Hours submitted after the HR/CMS deadline will not be reflected in the employee's next scheduled pay check.***