

FOR PAYROLL USE ONLY

Pay Period End: _____

Entered by: _____



Financial Services--Payroll Unit

Weekly Time Sheet

Week Ending: _____

Non-Student Institutional employees

Complete Chartfield Information:

Fund Name: _____

Dept Name: _____

Account			Fund			Dept ID			Prog		Proj/Grant	

Employee Name	Empl ID No.	Empl Record No.	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours

Preparer's signature: _____

Supervisor's signature: _____

Date: _____

INSTRUCTIONS FOR COMPLETION OF NON-STUDENT INSTITUTIONAL EMPLOYEES TIME SHEET (green time sheet)

1. The Non-Student Institutional Employees Weekly Time Sheet is to be used by hourly employees on a weekly 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 hourly 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. The preparer will enter the employee's name, **Employee ID Number**, and **Employee Record** number in the appropriate spaces on the time sheet.
5. The preparer will transfer, from the internal time sheet, time card, or log, the number of hours worked to the time sheet in the appropriate block for each day worked.
6. Each week, on the last day worked, the SUPERVISOR will ensure that each employee has signed the internal time sheet, time card or log to certify that the hours are a true record of the employee's time worked.
7. At the end of each week the SUPERVISOR will ensure that the total hours worked for each employee are recorded on the time sheet.
8. At the end of each week, the SUPERVISOR will add his or her signature and date at the bottom of the time sheet.
9. 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.