

Reporting Period (Month/Year): _____

Employee's Name: _____
Name of Center, Clinic
or Department: _____

Job Position: _____
Supervisor's
Name: _____

Available Work-Study Award Funds: Yes No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Subtotal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL:							

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Timesheet Instructions:

1. Enter the date in the small box and total hours worked for that day in the larger box (round to the nearest **quarter hour**).
2. Add all hours worked in a week and put this number in the "Weekly Subtotal" column.
3. Before you submit your timesheet to your supervisor, add the weekly totals and enter the total number of hours worked for this reporting period in the "Total" box. Check your math!
4. Sign and date the form and give your timesheet to your supervisor before the submission deadline.
5. Student positions are processed for the "Monthly Arrears" (MA) pay cycle and **timesheets are due in the office of the payroll specialist no later than three business days before the end of each month**. Timesheets received after this deadline may be processed for the next available pay cycle, which will delay production of a paycheck by at least one week.
6. If you do not yet have direct-deposit instructions in place with the central campus Payroll Office, use the blu portal to enter your bank information.

These boxes are for use by the payroll specialist:

Pay Cycle	Action/PPE	Chartstring/Distribution #	Pay Rate	Hours/%Time Worked	DOS	