

Hourly Timesheet Instructions:

- Click on the link for “Hourly Timesheet Form” (Excel document).
- Select “Save As” and save it to your flash drive, desktop, etc. as “Timecard 9-1 to 9-15-11” or the appropriate date. This will allow you to refer back to past timecards and keep them for your records.
- At the top of the form type in your name and ID#. “Emplid” is the same as your Student ID#. For “Title” put “Help Center” or “Library.” “Account #” is 61451, “Dept.” is History.
- Leave the spaces marked “Job Code” and “Emp. Rec.” blank.
- NOTE: Period Beginning and Period Ending dates will ALWAYS be the 1st – 15th or the 16th – the last day of the month, even if you did not work some of the days or if the University is closed during part of the pay period.
- Enter the “Time In” and “Time Out” for the day you worked (be accurate, but round off to 0 or 5 meaning 5:04 would be recorded as 5:05 and 5:08 would be recorded as 5:10). Be sure to designate AM or PM. Do not enter a “Time In” for before you are schedule to work or a “Time Out” for after you are scheduled to leave.
- DO NOT ENTER ANYTHING in the “Hrs Wk” column. The form contains formulas that will total your hours for the day, week, and pay period automatically.
- On the upper right side of the form, enter 12.00 as the “Pay Rate” and it will compute your earnings for the pay period.
- When you are done, print out the timecard, sign on the “Employee Signature” line, date it and turn it in to Donna Morgan.
- Timecards must be turned in no later than 5:00 pm on the first workday following the close of the pay period. Timecards turned in late **will not be paid** until the following pay period. Help Center and Library staff will receive paychecks on the 1st and 15th of each month.