

New Bi-Weekly Payroll Timesheet

Purpose: Standardize the form, establish consistency in utilization, and increase efficiency in data entry.

Form Use: This form should be used to capture all hours worked by student workers, temp/casual employees and AFSCME and Civil Service employees who have more than 40 work hours in a regular workweek.

Procedure: Student worker, temp/casual employee records all work hours during a workweek, or an AFSCME/Civil Service employee who has more than 40 work hours during a regular workweek.

- Employee completes the form with:
 1. Name
 2. Emplid
 3. Dept. name
 4. Reason for the additional work hours (**if applicable**)
 5. Detail dates and hours logged for each day of the week, including sick and vacation leave for that week. If sick leave was taken that week an Absence Card should be attached to the form documenting the date and the amount of sick leave taken.
- Employee signs the form(s) and forwards to their supervisor.
- Supervisor reviews the information provided by the employee for accuracy. If errors are found in the data provided the supervisor and the employee will initial corrections.
- Supervisor completes the form by providing:
 1. Appropriate disposition code for the additional work hours
 2. Fund
 3. Dept id
 4. Program
- Supervisor signs form(s)
- Supervisor forwards for payroll processing.