

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 9-15-09.” 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 60406 for Library staff and 61451 for Help Center staff. “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 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. 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 Stephanie.
- 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 may not be paid until the following pay period. Help Center and Library staff will receive paychecks on the 1st and 15th of each month.