Timesheet Instructions and Information for All Hourly Employees

Note: Things to be aware about prior to starting a new pay period and completing a timesheet

- We are on a bi-weekly payroll system with pay days every other Wednesday. Timesheets must be turned in by your supervisor by the due date which is the Monday after the end of each pay period. Please arrange with your supervisor, so that they are able to turn the sheet into the department on Monday.
- If you are working on a J-1 or F-1 visa you cannot work more than 20hrs a week during the academic year
- If a timesheet is incomplete, signed in pencil, or filled out by hand. The timesheet will be returned to you to resubmit and this may delay your pay.
- All hours over 40 in a week are considered ‘overtime’ and must have preapproval from your supervisor, and this approval needs to be in email
- Any hours worked on a designated University holiday must have preapproval from your supervisor, and this approval needs to be in email.
- If you have any of the above without approval disciplinary action may be taken by your supervisor.

Filling out the Timesheet - Monday after a pay period:

1. Go to [http://www.cs.umn.edu/resources/forms/index.php](http://www.cs.umn.edu/resources/forms/index.php) and at the bottom of the page you will find a section labeled ‘miscellaneous forms.’ Click on the ‘xlsm’ link which will give you an excel form to download that is the electronic time sheet. Every pay period upload a new form as it is subject to change without notice.
2. Click on the ‘directions’ link for a copy of these directions to look at if you have any questions when filling the sheet out after each pay period.
3. Make sure you fill in not just the times worked but your job title and the name of the project you are working on. (Note: if you work on multiple appointments within the CSE department you need to fill out a timesheet for each appointment.)
   a. If you have questions about your title or the project name contact your supervisor.
4. When you have completely filled out the form print and sign it in ink
5. Give the form to your supervisor to sign approval of hours worked
   a. Note: your supervisor needs to turn the timesheet into the department
6. Any items changed or corrected after the form has been printed and signed need to be initialed and dated by you and your supervisor.
7. Anytime sheets received after the Monday deadline will not be guaranteed to be entered on time.
   a. Resulting in a delayed check which is paid out on the next pay cycle.
   b. And may result in previous pay which will be taxed at a higher rate than regular pay.

Initial: ________________________________ Date: ________________

(Your initial’s indicate that you understand and agree to abide by these timesheet policies.)