

TIMESHEET

SSN / Student ID: _____ NAME (last, first): _____ DEPT: _____

Budget Number*: _____ Budget Name: _____ Hourly Rate: _____

*Is This Position Workstudy Funded? Yes No (If No, Provide Budget Number and Name Above)

MONTH: _____ YEAR: _____

MONTH: _____ YEAR: _____

Date	In	Out	In	Out	In	Out	Total Hours
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Date	In	Out	In	Out	In	Out	Total Hours
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

1-15th TOTAL HOURS (Timesheets due in Payroll no later than the 16th)

16-31st TOTAL HOURS (Timesheets due in Payroll no later than the 1st)

PLEASE NOTE~

Submit original timesheets in PEN ONLY with all info complete & accurate to avoid delay in payment. Timesheets turned in after the deadline listed above will not be processed until the next payroll.

<p>I hereby certify that report is a true statement of hours worked. <u>Employee's Signature</u> _____ <u>Date</u> _____</p>	<p>I certify that the reported hours worked by this employee are as stated. <u>Supervisor's Signature</u> _____ <u>Date</u> _____</p>		
PAYROLL OFFICE USE ONLY	Gross Wages	Input by	Payroll

TIMESHEET**INSTRUCTIONS**

The timesheet must be completed in full (all information provided) before a payroll check can be generated. If any information is missing/incomplete or inaccurate the time sheet will be returned to the supervisor for completion/revision which could result in a delay of payment.

DEADLINES / PAY DAYS:

Please refer to your Payroll Schedule, for Hourly and Student Employees to determine when completed time sheets are due and actual dates of pay. Generally, timesheets and any payroll forms are due in the Human Resource office no later than the 1st and 16th of each month with Paydates as follows:

Hours Worked	Timesheets to Supervisor	Timesheets due in Payroll	Paycheck Available
1 st – 15 th of Month	15 th	No later than the 16th	Last day of Month (30 th or 31 st)
16 th – 31 st of Month	31 st	No later than the 1st	15 th of Month

TIME SHEET REQUIREMENTS:

1. Complete in PEN only.
2. Timesheets must be submitted with ORIGINAL SIGNATURE completed in PEN ONLY.
3. Only those supervisors listed on the Personnel Action (PA) form are authorized to sign the timesheet.
4. Budget Number, Budget Title, Department and Hourly Rate should be completed by the supervisor.
5. Month/Year should be the period for which the employee is reporting hours worked.
6. Do not use Military Time.
7. Report time to the nearest quarter (.25) hour.
8. Employees working 5 or more consecutive hours must take a ½ unpaid lunch break which should be reflected on the timesheet.
9. Any corrections made to the timesheet must be initialed by the supervisor.

SUPERVISORS:

It is important to remember that all employees must be given a rest period of 10 minutes for each 4 hours they work. (WAC-296-126-092) **Do not report this rest period on their time sheets.** All employees must be given a meal period when they work 5 or more hours a day. (WAC-296-126-092) **Do report the lunch period on the time sheet.**

OTHER QUESTIONS?

Human Resources
Payroll Office

206-546-4769
206-546-4510

Questions on hiring policies and procedures
Questions on payroll (timesheets submitted and/or processed)