

### **Bi-Weekly Time Sheet Instructions:**

1. Enter your name.
2. Select a Pay Period Beginning Date (click on the down arrow following the current date for a list of start dates).
3. Enter your Employee ID (including 0's if it begins with a 0).
4. Enter appropriate Section/Lab for your area.
5. Next, begin entering your time worked for the current pay period. Please note the following reminders when entering time:
  - ✧ When entering a time you must specify the hour, followed by a colon, and then the minutes, followed by a SPACE and then AM or PM. (i.e. if you want to enter seven thirty in the morning you would type "7:30 am", five o'clock in the evening would be "5:00 pm")
  - ✧ Each day should reflect at least two Time In's and two Time Out's as lunches are not paid. Other reasons for additional In and Out's could include doctor's visits or a pre-approved personal absence.
  - ✧ The Total Hours Worked will calculate as you enter time, but require both a Time In and a Time Out. If you enter a Time In and no Time Out, the Total Hours Worked will show as a negative number.
  - ✧ All over time worked should be approved BEFORE it is worked.
  - ✧ If you are absent for an entire day you will not need to enter a Time In or Time Out, skip directly to the Hours Absent box and enter your normal working hours.
  - ✧ If you enter Hours Absent you will need to select a code to designate why you were absent. Click on the down arrow in the Code box in the corresponding day and select the appropriate code (detailed descriptions are listed at the bottom left of the page).
  - ✧ For individuals who are required to carry a pager, please enter the number of hours On-Call as required in your area. If you are called in to work while On-Call, you will need to specify how many hours you were required to work (with a minimum of 4 hours).
6. After you have entered your time worked, absent, and on-call, please enter any remarks you would like your supervisor to see regarding your time worked in the pay period.
7. Print the time sheet, sign and date it, attach any required documentation and then forward it on to your supervisor in enough time that they can review it and get in to the Personnel/Payroll Office prior to the 10:00am deadline.
8. Should you have any questions please contact \_\_\_\_\_