



ITS guide

Time sheet instructions for regular employees

Timesheet Guidelines

- 1. ITS-HR generated paper timesheets must be completed by all hourly employees.** The paper timesheet is the “official” record. The ITS HR Team will prepare and forward the timesheet to each new employee and/or supervisor prior to their first work day.
- 2. Leave requests**, of any type, for a full-time or part-time employee must be made through FIREFLY prior to turning in a timesheet. This includes vacation and sick time, and will require supervisor approval.
- 3.** All completed timesheets must have the employee's signature and their Supervisor's signature. The Supervisor's signature is their approval of accuracy of the timesheet.
- 4.** All completed timesheets must be delivered to the ITS-HR Team at 332 Canfield by noon on the **Friday following each biweekly pay day (Thursday)**. Exceptions may apply (holidays). If timesheets aren't received by the deadline, there may be a delay in accurate payment.
- 5.** If there are issues with the timesheet, ITS-HR will contact the employee and/or the supervisor regarding the issue. Employees are expected to respond and provide a corrected time sheet promptly if necessary.

Timesheet Instructions

- 1) Ensure name and numbers are correct at the top of the sheet.
- 2) Enter the start date: the first Friday of the pay period. The end date will be generated automatically.
- 3) For each day, enter your start and end times, with a space between the time and AM or PM. These hours will be automatically calculated and entered in the REG column.
- 4) If you have a **full vacation or sick day**, leave the start and end times blank and manually enter the 8 hours in the appropriate column.
- 5) If you have a **partial vacation or sick day**, list both hours worked, which will be recorded in the REG column, and the balance of the day's hours in either VAC or SCK.
- 6) If you **physically work over 40 hours** in a week, the timesheet will automatically record these hours as either OTD or CME. You will choose between OTD and CME in a drop-down menu.
- 7) The Other column should be used for: Funeral, Jury/Civil Duty, Crisis Leave, etc. Please list the hours in the weekly column. At the bottom of the timesheet, please record the date, hours, and code for those hours separately.
- 8) The columns will automatically calculate end of week totals and the two-week grand total.

WAGE TYPES

Each line of time entry needs to have a Wage type. Wage types are broken down into 2 types:

COMMON SAP ATTENDANCE CODES - additions to planned work time

CODE	DESCRIPTION
OTD	Overtime hours at time and a half. Employee must WORK 40 hours before earning overtime
CME	Comp time earned. Use in lieu of overtime creating a balance available for future use. Comp time must be used before VAC.
BHOL	Banked Holiday earned. If a bi-weekly employee works during a holiday, this wage type will pay the hours worked & create a balance available for future use.

COMMON SAP ABSENCE CODES- reductions to planned working time

CODE	DESCRIPTION
VAC	Vacation leave. Employee must have a vacation leave balance created.
SCK	Sick leave. Employee must have a sick leave balance created.
HOL	Holiday pay
FNL	Funeral leave
MIL	Military Leave
UNPL	Unpaid leave. Will reduce hours/pay by amount entered. If a full day of unpaid leave is posted, it will also stop vacation and sick leave accruals on that day.
CMU	Comp time used. Employee must have a comp time balance created.
BKUS	Banked holiday used. Employee must have a banked holiday balance created.
ADM	Administrative leave may be granted to allow employees to participate in committee work, leadership roles in campus organizations, interviews for campus jobs, seminars & inclement weather situations.