



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.