

MEMO

To: College of Veterinary Medicine, non-exempt, temporary or part-time staff

From: Peggy Howerton, CVM Business Office, 102 Trotter Hall

RE: Timesheet procedures

- ◆ **TIMESHEETS REQUIRE ORIGINAL SIGNATURES FROM YOU AND YOUR SUPERVISOR PRIOR TO BEING TURNED IN. YOUR TIMESHEET MUST BE COMPLETED IN INK.**
- ◆ Signed timesheets are due in my office by 4:00 p.m. on the last Friday of the pay period. In the event that you will be working the following Saturday, you may turn in your timesheet **FIRST THING** Monday morning. You are welcome to turn in timesheets early if you will not be working the last portion of the pay period.
Timesheets turned in late are subject to a 2 week delay in pay!
- ◆ Report the **total** number of hours worked per day, not the time period worked. Your time is to be recorded in **15 minute increments** according to the following:

Minutes worked	0-07	08-22	23-37	38-52	53-67
Hours recorded	0.00	0.25	.50	.75	1.00
- ◆ At the end of the pay period, total the **hours worked in the far right hand column**. This will allow for verification of daily hours posted.
- ◆ If you have any questions, or need assistance in completing your timesheet, please contact me.