

Helpful Tips to Complete Your Timesheet

- ❖ Please write **legibly and use an ink pen—NOT PENCIL**. Make sure you are **writing inside the squares**.
- ❖ Enter **Correct Employer Number starting with Letter P** and enter **Correct Employee Number starting with Letter E** – failing to do so could result in a delay in pay

Employer Number P 1 2 3 4 5 6 Employer Name Employee Number E 9 8 7 6 5 4 Employee Name

- ❖ List **payroll to and from dates** for **CURRENT PAY PERIOD** — refer to the payroll schedule if you are unsure
- ❖ Enter **Correct four-digit Service Code** in **each day & shift worked**
- ❖ **FILL IN AM/PM squares—do not** circle or slash
- ❖ Record **In and Out** punches as it appears **on a digital clock (HH:MM)**: Record the **IN and OUT** punches in **15 minute increments**
- ❖ Make sure to **list information straight across the row**:

Example: **Service Code In Punch AM/PM Out Punch AM/PM Total Punch Hours**

	CODE	IN PUNCH	OUT PUNCH	TOTAL PUNCH HRS
Sun	4 1 1 1	0 8 : 0 0 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	0 9 : 0 0 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	0 1 . 0 0

- ❖ **Do not use** military time
- ❖ Enter **Daily and Weekly Total Punch Hours** as: 15 minutes = .25, 30 minutes = .50, 45 minutes = .75
- ❖ If you **do not work**, leave the space(s) **BLANK**—do not draw a line or write “hospital” in the spaces, or place a large X in the spaces
- ❖ Both **Employer and Employee MUST sign and date** the timesheet(s)—if both the employer and employee do not sign your timesheet, they **will be returned and there may be a delay in being paid**. If a **kiddo is the Employer** and under 18, the parent/guardian signs.
- ❖ Timesheets should be **submitted by the Payroll Schedule Deadline Date**, but if possible should be submitted prior to the deadline date to ensure timely receipt of the timesheet
- ❖ If you work an **overnight shift** please log your hours using the example below:
10:00 PM to 12:00 AM (Midnight) and then on another line
12:00 AM to 06:00 AM (Because after Midnight is a different day)
- ❖ **All hours worked should not go over the authorized hours.**
- ❖ Timesheets **not submitted by the DEADLINE listed** on the Payroll Schedule **will be processed on the NEXT PAY DATE — NO EXCEPTIONS**

Payroll, Timesheets and Wage Verifications please contact our payroll specialists:

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