

Timesheet Requirements for Extra Labor and Work Study Timesheets

Timesheets must be completed, in dark blue or black ink, with utmost care.

1. Complete top portion of timesheet: **EMPLOYEE ID NUMBER, NAME, PAY PERIOD AND DEPARTMENT.**
2. Enter the date next to the day of the week. Ex: Monday 11-17-13
3. Extra labor or work study timesheets should reflect the actual time in and time out to the nearest quarter hour. Ex: 8:00, 8:15, 8:30, 8:45. Military time is not acceptable.
4. Total the hours worked: by day, by week and then for the pay period. Hours are calculated to the nearest 100th.

Example:

15 minutes = .25

30 minutes = .50

45 minutes = .75

5. Individuals working over 6 hours are required to take a minimum of 30 minutes away from their duties for a meal period. This should be reflected on the timesheet.
6. Timesheets must be signed and dated by both employee and supervisor. It is the supervisor's responsibility to check the timesheets thoroughly and make sure timesheets are legible, complete and accurate before signing.
7. Timesheets are due in the payroll office according to the extra labor and work study pay schedules, (which is usually the Friday after pay day) by 4:30pm.
8. **Timesheets must be turned in to the payroll office by the supervisor (not the employee), forwarded to the payroll office via campus mail, faxed to 501-812-2296 or emailed to payroll@pulaskitech.edu. Do not email any time sheets directly to a payroll employee's email. If the payroll employee is not in the office to print the time sheet, the employee will not be paid.**
9. Incorrect timesheets will be returned to the supervisor for corrections. This may cause a delay in pay. (#5. above is the top reason a timesheet is returned)
10. All changes/corrections on the time sheets must be initialed by the supervisor.
11. **Work-Study employees will not be paid for any hours that they worked when they are scheduled to be in class. They will be paid for those hours only if they have a note from their instructor stating that classes were canceled or let out early.**

Additional Timesheet Requirements

1. It is the supervisor's responsibility to ensure timesheets are received by the due date, as long as the employee has correctly completed the timesheet and turned it in on time to the supervisor. **Payroll is not responsible for notifying supervisors about time sheets that have not been received by the payroll office.**
2. Timesheets received late will be added to the next scheduled payroll.
3. All supervisors will be notified of late timesheets. The notification will include the date the employee will be paid for the late timesheet.
4. It is the supervisor's responsibility to notify the employee of the actual pay date.

All PTC pay schedules are posted on the web site under Faculty/Staff and Payroll. Please note there are four pay schedules posted (full-time, adjunct, extra-labor, and work-study) so make sure you view the correct schedule.

If you have any questions, please contact Susie Claridge by e-mail at payroll@pulaskitech.edu or by calling 501-812-2208.