



Instructions for Exempt Employee Timesheet Revised October 1, 2009

Using the Timesheet Template

The timesheet will calculate your compensation accurately if you follow these directions. **DO NOT DISABLE THE MACROS.**

1. Click on Options and select "Enable This Content."
2. Fill in the personal identifying information:
 - Your name
 - Pima ID (A_ _ _ _ _ _ _ _)
 - Department
 - Position number (if you do not know this, call the ESC at 206-4945)
 - Phone number
 - Supervisor's Name

Save the information and close this screen. This information will automatically appear on each timesheet and is needed by Payroll to process your paycheck.

3. Enter leave time (absence from work during your normally scheduled work day)
 - Use 15 minute increments
 - Refer to Personnel Policy for guidance on which leave type to use.
 - Indicate all hours of annual leave, sick leave, or leave without pay that are considered Family Medical Leave (FMLA).
 - When taking Other Leave, enter the hours and click on the Other drop down menu. The type of leave will print above the hours on the timesheet.

Certifying Your Time

By signing the timesheet, you and your supervisor are certifying that the leave submitted is accurate and the timesheet is correct.

1. Click on Save & Print to print your timesheet.
2. Sign and date the timesheet and submit to your supervisor for his/her review and signature.
3. If you are absent, your supervisor may indicate "Not Available" for your signature.

Meeting Due Dates

Note the deadlines for submitting your time sheet. Your timesheet must be received in the Employee Service Center by the pay period due date in order for you to be paid on the next corresponding pay date.

Your supervisor is responsible for delivery of the signed timesheet to the campus collection site. Refer to your campus deadline to be sure your timesheet is delivered on time.

Revising an Original Timesheet

Recognizing the timesheet deadline is before the pay period ends, revisions to timesheets are sometimes necessary.

Retroactive corrections are generally due in the following pay period.

If a revised timesheet is received in the Employee Service Center by Monday noon prior to the pay day it will be processed on the upcoming check. Revisions received after that time will be processed with the next available payroll.

All revisions must be submitted utilizing the timesheet template. Handwritten notes on the original timesheet are not acceptable. In addition to intercampus mail and hand delivery, the Employee Service Center will accept revised timesheets via PDF copies emailed to ESC@pima.edu or faxed copies to 206-4966.