



Instructions for Non-Exempt Employee Timesheet Revised October 1, 2009

Using the Timesheet Template

The timesheet will calculate your hours worked, overtime, and all other compensation if you follow these directions. DO NOT DISABLE 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 Time for each day worked.
 - Record time in and out to the nearest quarter hour. For example, if you begin work at 8:18, record 8:15 on the timesheet. If you begin work at 7:58, record 8:00. This practice is for pay purposes only. It is not intended to avoid paying overtime, nor does it relieve you of your responsibility to report to work on time and remain at work as scheduled.
 - Use actual time performing your job, not scheduled time.
 - Record the time starting work, the time you leave and return from your meal break and the time ending work. Short breaks or rest periods are not recorded on the timesheet.
 - Overtime and compensatory time is automatically calculated based on the time entered in the timesheet.
 - Overtime pay is calculated for hours worked in excess of 40 hours per work week, beginning with Saturday and ending on Friday. Holiday time is included as hours worked for the purpose of calculating overtime.
 - Instead of cash payment for overtime, compensatory time-off may be banked by the employee for future use. To select this option, click on the check box located on the lower left corner. Remember to review this option each pay period.
4. Enter Shift Differential and Call Back hours
 - Enter the time worked then click on the button labeled Special.
 - Click on the appropriate button for 2nd shift, 3rd shift or call back pay.
 - You may click on only one option for each shift or period of time worked.

5. Enter on-call hours
 - NEW! –List on a daily basis the total hours of on-call time using the On-Call fill-in space.
6. 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 hours recorded on the timesheet have been worked 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.