



## Instructions for Temporary 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 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
  - Position End Date
  - Hourly Rate
  - 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 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.
  - Comp time is not available for temporary employees to accrue and take.
  - The Family Medical Leave Act may cover some temporary employees. Indicate any hours of leave without pay that are considered Family Medical Leave (FMLA). See Personnel Policy Statement for College Employees for more information.

### 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](mailto:ESC@pima.edu) or faxed copies to 206-4966.