

Instructions – Hourly Employee Time Sheet

Employee Name – Employee’s last name, first name, and middle initial.

PS Employee ID Number – Employee’s identification number (EMPLID), generated by the PeopleSoft Human Resources database.

Social Security Number – Enter the employee’s Social Security number.

Pay Period – Enter the month and year of the pay period (mm/yy).

Department Name – Enter the name of the Department where the employee is working.

Reporting Unit – Enter the department’s Reporting Unit number (3 digits from Peoplesoft).

Supervisor Name, Phone Number – Enter the name and phone number of the employee’s supervisor.

Pay Period Total Hours – Automatically calculated. This amount should be entered on the Hourly Employee Listing that is submitted to the Payroll Office monthly for all hourly employees.

Hourly Pay Rate – Enter the employee’s approved hourly rate of pay as indicated on the Salary Action Form (SAF) or Student Employee Action Form (SEAF). This amount should be entered on the Hourly Employee Listing that is submitted to the Payroll Office monthly for all hourly employees.

Gross Pay for Period – Automatically calculated.

Daily/Weekly Hourly Time Detail

Week Beginning – Enter the first day of the pay period for each week reported (mm/dd/yy). Normal work weeks begin on Sunday and end on Saturday.

In/Out – Enter start and stop times for each week/day using a twenty-four hour clock (example: 17:00 = 5:00 p.m.).

Weekly Totals – Automatically calculated.

Monthly Total – Automatically calculated.

Employee Signature and Date – The employee must certify that they have worked the hours recorded on this timesheet.

Supervisor Signature and Date – Supervisor approval of hours worked. For student workers, supervisors must certify that the hours worked were authorized and were worked by the student in a satisfactory manner.

Document Retention - Retain the completed Hourly Employee Time Sheet, including Employee and Supervisor signatures, in the Department. The Department is the office of record. Summary totals will be submitted monthly to the Payroll Office for each employee on the Hourly Employee Listing.