

## Tips for Completing Bi-Weekly Time Sheets

- The bi-weekly time sheet and pay schedule can be found on U-Online. After logging in, select:
  - **Employee Services**
  - **HR/Payroll Downloadable Forms and Policies**
  - **Downloadable Forms**
  - Then select the form you are looking for.
- Completed bi-weekly time sheets should be submitted to the Payroll Office by NOON on the due day (typically Mondays, but exact due day can be found on the pay schedule).
- Be sure to include hours in/out for all hours physically worked.
- Lunches need to be recorded on time sheets. Please include “in” and “out” times for the morning and then again for the afternoon to establish the lunch period in between.
- When using any leave time (sick, vacation, holiday, personal, floating holiday), do not include hours in/out. On the day you are using leave time, write the type of leave you are using and the number of hours you are using, for example:

Full day of leave , write	Vacation 8
Partial day of leave, write	8:00-12:00 4
	Sick 4

\* Be sure to include these hours in the weekly total and to include in the appropriate category at the bottom of the time sheet.

- The 2 weekly totals must match the total hours at the bottom of the time sheet.
- If you will be on vacation the day time sheets are due, please submit your time sheet before you leave on Friday.
- Time sheets must be fully and accurately completed by the employee, reviewed and signed by their Supervisor at the end of the pay period.