

KSC Banner HR
Timesheet Instructions for CHASE Employees
October 2009

General Instructions

- Information must be typewritten or clearly printed in ink.
 - Signatures must be in ink.
 - All time must be recorded as of the quarter hour (8:05 would be recorded as 8:00 and 8:25 would be recorded as 8:30).
 - All hourly employees are required to have at least a half-hour unpaid break after five hours of work.
 - Timesheets must be accurate, complete, and prepared as described below.
Timesheets not completed as required will be returned to the supervisor; payment may be delayed until the next payroll cycle.
1. Print last, first, and middle name above the line provided.
 2. Print your employee ID number on the line provided.
 3. Print the position number and suffix on the lines provided.
 4. Print the timesheet org on the line provided.
 5. Print the name of the department for which you worked.
 6. Print the pay period end date on the line provided.
 7. Print the first day of the pay period next to "Week 1" on the line provided (format MM/DD/YY).
 8. Print the start time in the IN box under the day you worked.
 9. Print the end time in the OUT box under the day you worked.
 10. Add up the time worked and clearly print this amount in the TOTAL box below the IN and OUT boxes.
 11. If you work again later that same day repeat steps 8-11 in the IN, OUT, and TOTAL" boxes below.
 12. Add the hours worked each day and clearly print the number in the TOTAL HOURS box for each day; add the daily total hours and enter the amount in the TOTAL WEEK 1 HOURS box.
 13. Repeat steps 8-13 for week two.
 14. Add the TOTAL HOURS for both weeks and enter the amount into the TOTAL PAY PERIOD HOURS box.
 15. Employee must sign and date the form on the line provided and submit the timesheet to his/her supervisor for approval at the end of the last shift worked in the pay period.
 16. Supervisor must sign and date on the line provided and print his/her name on the line provided, and turn in to the assigned time entry person by the assigned time.

Processing windows are very short. All deadlines must be met to ensure payroll is completed.