

### **Which employee categories are considered Hourly Employees?**

Operating Staff (Op Staff) and Complementary Hourly and Student Employees (CHASE): CHASE includes non-benefited hourly positions as well as all student positions.

### **Where could I find blank timesheets?**

Master copies of all KSC timesheets are stored in Outlook Public Folders → Banner HR → Forms Revised for BHR.

### **Which timesheet should I use?**

There are several versions of the basic Banner timesheets: Operating Staff timesheets begin with "Op Staff" and CHASE timesheets begin with "CHASE." Each timesheet has information specific to the descriptions below.

- *for Operating Staff...* choose the timesheet that indicates your weekly scheduled work hours: if your weekly scheduled work hours is not listed, select "Op Staff – GEN (Other hrs).xls"
- *for CHASE employees...* choose the timesheet that indicates your timesheet org

### **Where can I find pay period information (e.g., pay ending dates, timesheet due dates)?**

The current calendar is also stored in Outlook Public Folders → Banner HR → Forms Revised for BHR. All hourly employees are now paid on the B2 paycycle, with the payperiod ending every other Friday. Completed, signed, and approved timesheets are due to the appropriate location by 9:00 am the following Monday. Paychecks and direct deposit notices are then distributed on Friday.

### **Where do I submit my completed and signed timesheet?**

Your completed and signed timesheet should be submitted to your supervisor at the end of the last shift worked for the payperiod. Your supervisor is responsible to submit it to the designated collection location.

### **What if my supervisor is not available (e.g., on vacation) to approve my timesheet?**

Your supervisor can delegate signing authority to someone within the department or your supervisor's supervisor could sign the timesheet.

### **Who submits my timesheet to the designated location?**

Your supervisor

### **What if I don't submit my timesheet to my supervisor on time?**

Payment may be delayed until the next paycycle is processed (two weeks).

### **What are employment codes?**

Employment codes are the numbers that combined identify your job. They include your employee identification number, your position number, and your suffix. They are needed for payroll and employment forms.

### **Where can I find my employment codes?**

Operating Staff employees will receive codes during orientation: CHASE employees will receive an employment confirmation notice and codes from their supervisor (the PR Office will issue the confirmation to the supervisor when notified that the appointment is approved and complete).

### **How do I record my time if I have more than one non-working period during the day (e.g., I start at 7:00 am, go to class from 10:00 – 11:00, lunch from 1:00 – 2:00 and leave at 4:30)?**

The timesheet must reflect actual hours worked: please enter the total hours worked for the day in the Total line and note the actual times worked in the space below the chart.