

Timesheet Tips at a Glance

Please initial:

- Overtime hours
- Cut pay or docked pay hours Staff
- Work on a holiday

Please look for:

- Correct entry of work dates & hours
- Ensure the “am” and “pm” entries are correct
- It’s for the correct pay period
- Hours are rounded to the nearest quarter hour
- No overlapping hours between jobs
- No log out and back in at the same time
- Hours typed in Excel and then submitted to RMD as pdf
- Employee and supervisor has signed the timesheet