

Timesheet Tips for Supervisors

Please initial the appropriate area on the timesheet:

- Beside any overtime hours if an employee works over 40 hours in one payroll week.
- Beside any cut pay or docked pay hours for a Staff employee.
- If an employee works on a USF Holiday.

Before signing the timesheet, please look for:

- Correct entry of work dates & hours on the dates & times they were worked. All hours worked should be recorded on the day(s) the hours were worked.
- Ensure the “am” and “pm” entries are correct. If the timesheet records more than 12 work hours on an individual day, chances are likely they have entered something incorrectly.
- The timesheet being submitted is for the pay period we are currently processing. On the upper, right-hand corner of the timesheet the pay period is listed by the date range. The tabs at the bottom of the Excel workbook list the end date for each pay period.
- Make sure all the hours entered are rounded to the nearest quarter hour.
- Does your employee have more than one appointment? There should be no overlapping hours between jobs. You can ask the employee to see the other timesheet to confirm no hours overlap.
- A log in and log out after working should indicate breaks taken. If there was no break then an additional log in and log out should not be recorded.
Example: 8 am – 12 pm/1 pm – 3 pm is correct, but 8 am – **12 pm/12 pm** – 3 pm is incorrect.
- Confirm your employee has signed the timesheet before you sign.

Other items to consider:

- ❖ Timesheets are provided in Excel workbook format in Box. Please have your employees access them and complete them there instead of saving them to a desktop. This will allow RMD to make necessary updates to the template the employee should be using each pay cycle.
- ❖ If an employee enters their hours in an incorrect format, they will see a “REF” or “VALUE” notice populate. Please have them undo or delete. Do not save it with those errors! They should exit the timesheet completely without saving any work, reopen it, and reenter their hours in the correct format and then save it.
- ❖ Make sure your employees are turning in their timesheets each pay period. If they worked additional hours that were not on a previous timesheet, they should submit a revised timesheet for that pay period, showing all hours worked, including the additional hours.