

RECORDING TIME WORKED: PAPER TIMESHEETS

Clemson University, Payroll

University Approved Timesheet

http://media.clemson.edu/humanresources/payroll/2016_Timesheets_Jan_Jan_Excel.xlsx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Pay Record for 12/30/16 Payday																
2																	
3		Employee Name:	Input on the 12-30-2016 tab to populate all tabs						Employee ID#:	Input on the 12-30 tab			Dept#:	Input on the 12-30 tab			
4																	
5		Day of Week	Date	In	Out	In	Out	In	Out	In	Out	Total Worked Time	Leave Type	Leave Hours	Total Hours	Payroll Use Only	
6		Sunday	11/27/2016									0.00			0.00		
7	FLSA	Monday	11/28/2016									0.00			0.00		
8	Workweek	Tuesday	11/29/2016									0.00			0.00		
9	Sunday	Wednesday	11/30/2016									0.00			0.00		
10	12:01am -	Thursday	12/1/2016									0.00			0.00		
11	12:00am	Friday	12/2/2016									0.00			0.00	FLSA Total:	
12		Saturday	12/3/2016									0.00			0.00	0.00	
13		Sunday	12/4/2016									0.00			0.00		
14	FLSA	Monday	12/5/2016									0.00			0.00		
15	Workweek	Tuesday	12/6/2016									0.00			0.00		
16	Sunday	Wednesday	12/7/2016									0.00			0.00		
17	12:01am -	Thursday	12/8/2016									0.00			0.00		
18	12:00am	Friday	12/9/2016									0.00			0.00	FLSA Total:	
19		Saturday	12/10/2016									0.00			0.00	0.00	
20	FLSA	Sunday	12/11/2016									0.00			0.00		
21	Workweek	Monday	12/12/2016									0.00			0.00		
22	Sunday	Tuesday	12/13/2016									0.00			0.00		
23	12:01am -	Wednesday	12/14/2016									0.00			0.00		
24	12:00am	Thursday	12/15/2016									0.00			0.00	0.00	
25		Friday	12/16/2016	*** Remainder of FLSA Workweek Logged on Timesheet for January 13 Payday ***													
26		Saturday	12/17/2016														
27	For 12H, if each FLSA Total is <= 40, key this Pay Period total:															0.00	
28																	
29	Signatures below indicate the information above is accurate and complete:																
30	Employee Signature:											Date:					
31																	
32	Supervisor Signature:											Date:					
33																	

Step One: Input Employee Information

Pay Record for 12/30/16 Payday																
Employee Name:		Input on the 12-30-2016 tab to populate all tabs					Employee ID#:		Input on the 12-30 tab			Dept#:		Input on the 12-30 tab		
Day of Week	Date	In	Out	In	Out	In	Out	In	Out	Total Worked Time	Leave Type	Leave Hours	Total Hours	Payroll Use Only		
FLSA	Sunday 11/27/2016									0.00			0.00	FLSA Total: 0.00		
Workweek	Monday 11/28/2016									0.00			0.00			
Sunday 12:01am -	Tuesday 11/29/2016									0.00			0.00			
12:01am -	Wednesday 11/30/2016									0.00			0.00			
Saturday 12:00am	Thursday 12/1/2016									0.00			0.00			
12:00am	Friday 12/2/2016									0.00			0.00			
	Saturday 12/3/2016									0.00			0.00	0.00		
FLSA	Sunday 12/4/2016									0.00			0.00	FLSA Total: 0.00		
Workweek	Monday 12/5/2016									0.00			0.00			
Sunday 12:01am -	Tuesday 12/6/2016									0.00			0.00			
12:01am -	Wednesday 12/7/2016									0.00			0.00			
Saturday 12:00am	Thursday 12/8/2016									0.00			0.00			
12:00am	Friday 12/9/2016									0.00			0.00			
	Saturday 12/10/2016									0.00			0.00	0.00		
FLSA	Sunday 12/11/2016									0.00			0.00	FLSA Total: 0.00		
Workweek	Monday 12/12/2016									0.00			0.00			
Sunday 12:01am -	Tuesday 12/13/2016									0.00			0.00			
12:01am -	Wednesday 12/14/2016									0.00			0.00			
Saturday 12:00am	Thursday 12/15/2016									0.00			0.00			
12:00am	Friday 12/16/2016									0.00			0.00			
	Saturday 12/17/2016	*** Remainder of FLSA Workweek Logged on Timesheet for January 13 Payday ***														
For 12H, if each FLSA Total is <= 40, key this Pay Period total:														0.00		
Signatures below indicate the information above is accurate and complete:																
Employee Signature: _____										Date: _____						
Supervisor Signature: _____										Date: _____						

Step Two: Record Time Worked

Pay Record for 12/30/16 Payday																
Employee Name:		Clemson Tiger					Employee ID#:		12345			Dept#:		1234		
Day of Week	Date	In	Out	In	Out	In	Out	In	Out	Total Worked Time	Leave Type	Leave Hours	Total Hours	Payroll Use Only		
FLSA Workweek	Sunday	11/27/2016								0.00			0.00	FLSA Total: 0.00		
	Monday	11/28/2016								0.00			0.00			
	Tuesday	11/29/2016								0.00			0.00			
	Wednesday	11/30/2016								0.00			0.00			
	Thursday	12/1/2016								0.00			0.00			
	Friday	12/2/2016								0.00			0.00			
	Saturday	12/3/2016								0.00			0.00	0.00		
FLSA Workweek	Sunday	12/4/2016								0.00			0.00	FLSA Total: 0.00		
	Monday	12/5/2016								0.00			0.00			
	Tuesday	12/6/2016								0.00			0.00			
	Wednesday	12/7/2016								0.00			0.00			
	Thursday	12/8/2016								0.00			0.00			
	Friday	12/9/2016								0.00			0.00			
	Saturday	12/10/2016								0.00			0.00	0.00		
FLSA Workweek	Sunday	12/11/2016								0.00			0.00	FLSA Total: 0.00		
	Monday	12/12/2016								0.00			0.00			
	Tuesday	12/13/2016								0.00			0.00			
	Wednesday	12/14/2016								0.00			0.00			
	Thursday	12/15/2016								0.00			0.00			
	Friday	12/16/2016								0.00			0.00			
	Saturday	12/17/2016								0.00			0.00	0.00		
*** Remainder of FLSA Workweek Logged on Timesheet for January 13 Payday ***																
For 12H, if e																
Signatures below indicate the information above is accurate and complete:																
Employee Signature: _____																
Supervisor Signature: _____																

Employee inputs actual in/out times across the line as HH:MM am or pm

Step Two: Record Time Worked (Continued)

Pay Record for 12/30/16 Payday															
Employee Name:		Clemson Tiger				Employee ID#:		12345		Dept#:		1234			
	Day of Week	Date	In	Out	In	Out	In	Out	In	Out	Total Worked Time	Leave Type	Leave Hours	Total Hours	Payroll Use Only
11/30/2016															
6	Sunday	11/27/2016									0.00			0.00	
7	FLSA Monday	11/28/2016									0.00			0.00	
8	Workweek Sunday	11/29/2016									0.00			0.00	
9	12:01am - Wednesday	11/30/2016									0.00			0.00	
10	12:00am - Thursday	12/1/2016													
11	Friday	12/2/2016													
12	Saturday	12/3/2016													
13	Sunday	12/4/2016													
14	FLSA Monday	12/5/2016													
15	Workweek Sunday	12/6/2016													
16	12:01am - Wednesday	12/7/2016													
17	12:00am - Thursday	12/8/2016													
18	Friday	12/9/2016													
19	Saturday	12/10/2016													
20	FLSA Sunday	12/11/2016													
21	Workweek Monday	12/12/2016													
22	Sunday	12/13/2016									0.00			0.00	
23	12:01am - Wednesday	12/14/2016									0.00			0.00	
24	12:00am - Thursday	12/15/2016									0.00			0.00	0.00
25	Friday	12/16/2016	*** Remainder of FLSA Workweek Logged on Timesheet for January 13 Payday ***												
26	Saturday	12/17/2016													
For 12H, if each FLSA Total is <= 40, key this Pay Period total:															0.00
Signatures below indicate the information above is accurate and complete:															
Employee Signature: _____												Date: _____			
Supervisor Signature: _____												Date: _____			

Grayed out cells are applicable to the pay periods before and/or after this timesheet.

- Part of 11/27/16 – 12/3/16 is grayed out because it will be included as part of the previous pay period
 - Time recorded for the previous pay period, will show on the current timesheet if it occurred during the same FLSA workweek (Sunday – Saturday)
- Part of 12/11/16 – 12/17/16 is grayed out because it will be included as part of the next pay period

Step Three: Record Leave (if applicable)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1	Pay Record for 12/30/16 Payday																	
2																		
3	Employee Name:				Clemson Tiger				Employee ID#:				12345		Dept#:		1234	
4																		
5		Day of Week	Date	In	Out	In	Out	In	Out	In	Out	Total Worked Time	Leave Type	Leave Hours	Total Hours	Payroll Use Only		
6	FLSA Workweek Sunday 12:01am - 12:00am	Sunday	11/27/2016									0.00			0.00	FLSA Total: 37.50		
7		Monday	11/28/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50			
8		Tuesday	11/29/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50			
9		Wednesday	11/30/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50			
10		Thursday	12/1/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50			
11		Friday	12/2/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50			
12		Saturday	12/3/2016									0.00			0.00			
13	FLSA Workweek Sunday 12:01am - 12:00am	Sunday	12/4/2016									0.00			0.00	FLSA Total: 37.50		
14		Monday	12/5/2016									0.00	Fam Sick	7.50	7.50			
15		Tuesday	12/6/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50			
16		Wednesday	12/7/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50			
17		Thursday	12/8/2016	8:00 AM	12:00 PM							4.00	Annual	3.50	7.50			
18		Friday	12/9/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50			
19		Saturday	12/10/2016									0.00			0.00			
20	FLSA Workweek Sunday 12:01am - 12:00am	Sunday	12/11/2016									0.00			0.00	FLSA Total: 37.50		
21		Monday	12/12/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50			
22		Tuesday	12/13/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM											
23		Wednesday	12/14/2016	7:59 AM	11:59 AM	1:00 PM	4:31 PM											
24		Thursday	12/15/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM											
25		Friday	12/16/2016	*** Remainder of FLSA Workweek Logged on														
26		Saturday	12/17/2016															
27																For 12H, if each FLSA Total is <= 40, key this Pay Period total:	82.50	
28																		
29	Signatures below indicate the information above is accurate and complete:																	
30	Employee Signature:										Date:							
31																		
32	Supervisor Signature:										Date:							
33																		

Leave time can be input by type and hours.
 Total Worked time + Leave Hours = Total Hours

Step Four: Verify Total Worked Time

Pay Record for 12/30/16 Payday															
Employee Name:		Clemson Tiger				Employee ID#: 12345				Dept#: 1234					
Day of Week	Date	In	Out	In	Out	In	Out	In	Out	Total Worked Time	Leave Type	Leave Hours	Total Hours	Payroll Use Only	
	Sunday	11/27/2016								0.00			0.00		
FLSA Workweek	Monday	11/28/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM				7.50			7.50		
Sunday	Tuesday	11/29/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM				7.50			7.50		
12:01am -	Wednesday	11/30/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM				7.50			7.50		
Saturday	Thursday	12/1/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM				7.50			7.50		
12:00am	Friday	12/2/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM				7.50			7.50	FLSA Total:	
	Saturday	12/3/2016								0.00			0.00	37.50	
	Sunday	12/4/2016								0.00			0.00		
FLSA Workweek	Monday	12/5/2016								0.00	Fam Sick	7.50	7.50		
Sunday	Tuesday	12/6/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM				7.50			7.50		
12:01am -	Wednesday	12/7/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM				7.50			7.50		
Saturday	Thursday	12/8/2016	8:00 AM	12:00 PM						4.00	Annual	3.50	7.50		
12:00am	Friday	12/9/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM				7.50			7.50	FLSA Total:	
	Saturday	12/10/2016								0.00			0.00	37.50	
	Sunday	12/11/2016								0.00			0.00		
FLSA Workweek	Monday	12/12/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM				7.50			7.50		
Sunday	Tuesday	12/13/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM				7.50			7.50		
12:01am -	Wednesday	12/14/2016	7:59 AM	11:59 AM	1:00 PM	4:31 PM				7.50			7.50		
Saturday	Thursday	12/15/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM				7.50			7.50	30.00	
12:00am	Friday	12/16/2016	*** Remainder of FLSA Workweek Logged on Timesheet for January 13 Payday ***												
	Saturday	12/17/2016													
													For 12H, if each FLSA Total is <= 40, key this Pay Period total:	82.50	
Signatures below indicate the information above is accurate and complete:															

NOTE: If total hours worked per full workweek (Sunday – Saturday) do not equal at least your standard hours, leave must be entered for the number of hours missing (see Step Three).

Verify time worked per day (calculated by Excel) and ensure that if a full workweek is listed, the "FLSA Total" is equal to your standard hours.

Step Five: Print, Sign and Date Timesheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Pay Record for 12/30/16 Payday															
2																
3	Employee Name: <u>Clemson Tiger</u>				Employee ID#: <u>12345</u>				Dept#: <u>1234</u>							
4																
5		Day of Week	Date	In	Out	In	Out	In	Out	In	Out	Total Worked Time	Leave Type	Leave Hours	Total Hours	Payroll Use Only
6	FLSA Workweek Sunday 12:01am - Saturday 12:00am	Sunday	11/27/2016									0.00			0.00	FLSA Total: 37.50
7		Monday	11/28/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
8		Tuesday	11/29/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
9		Wednesday	11/30/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
10		Thursday	12/1/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
11		Friday	12/2/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
12	Saturday	12/3/2016										0.00			0.00	
13	FLSA Workweek Sunday 12:01am - Saturday 12:00am	Sunday	12/4/2016									0.00			0.00	FLSA Total: 37.50
14		Monday	12/5/2016									0.00	Fam Sick	7.50	7.50	
15		Tuesday	12/6/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
16		Wednesday	12/7/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
17		Thursday	12/8/2016	8:00 AM	12:00 PM							4.00	Annual	3.50	7.50	
18		Friday	12/9/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
19	Saturday	12/10/2016										0.00			0.00	
20	FLSA Workweek Sunday 12:01am - Saturday 12:00am	Sunday	12/11/2016									0.00			0.00	FLSA Total: 30.00
21		Monday	12/12/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
22		Tuesday	12/13/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
23		Wednesday	12/14/2016	7:59 AM	11:59 AM	1:00 PM	4:31 PM					7.50			7.50	
24		Thursday	12/15/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
25		Friday	12/16/2016	*** Remainder of FLSA Workweek Logged on Timesheet for January 13 Payday ***												
26	Saturday	12/17/2016														
27	For 12H, if each FLSA Total is <= 40, key this Pay Period total:															82.50
28																
29	Signatures below indicate the information above is accurate and complete:															
30	Employee Signature:											Date:				
31																
32	Supervisor Signature:											Date:				
33																

Step Six: Provide Timesheet to Supervisor for Approval

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P					
1	Pay Record for 12/30/16 Payday																				
2																					
3	Employee Name			Clemson Tiger						Employee ID#:			12345		Dept#:		1234				
4																					
5		Day of Week	Date	In	Out	In	Out	In	Out	In	Out	Total Worked Time	Leave Type	Leave Hours	Total Hours	Payroll Use Only					
6	FLSA Workweek Sunday 12:01am - Saturday 12:00am	Sunday	11/27/2016									0.00			0.00	FLSA Total: 37.50					
7		Monday	11/28/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50						
8		Tuesday	11/29/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50						
9		Wednesday	11/30/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50						
10		Thursday	12/1/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50						
11		Friday	12/2/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50						
12		Saturday	12/3/2016										0.00		0.00						
13	FLSA Workweek Sunday 12:01am - Saturday 12:00am	Sunday	12/4/2016									0.00			0.00	FLSA Total: 37.50					
14		Monday	12/5/2016									0.00	Fam Sick	7.50	7.50						
15		Tuesday	12/6/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50						
16	<p><i>PLEASE NOTE:</i></p> <ol style="list-style-type: none"> <i>A supervisor cannot review and approve timesheet until the employee has signed and dated the timesheet.</i> <i>To avoid delays in compensation, timesheets/timecards should be approved and routed in a timely manner at the end of each pay period.</i> <i>Should your supervisor not be available to sign your timesheet immediately following the end of the pay period, it is recommended that you turn your timesheet into your department or budget center payroll processor.</i> 																7.50			7.50	FLSA Total: 37.50
17																	0.00			7.50	
18																	0.00			7.50	
19																	0.00			7.50	
20																	0.00			7.50	
21																	0.00			7.50	
22																	0.00			7.50	
23	FLSA Workweek Sunday 12:01am - Saturday 12:00am															FLSA Total: 30.00					
24																					
25																					
26																					
27	For 12H, if each FLSA Total is <= 40, key this Pay Period total:															82.50					
28																					
29	Signatures below indicate the information above is accurate and complete:																				
30	Employee Signature:	Clemson Tiger										Date:	12/15/16								
31	Supervisor Signature:											Date:									
32																					
33																					