RECORDING TIME WORKED: PAPER TIMESHEETS

Clemson University, Payroll

University Approved Timesheet

http://media.clemson.edu/humanre s/payroll/2016_Timesheets_Jan_Jan __Excel.xlsx

	A	в	С	D	E	F	G	н	I	J	К	L	M	N	0	Р	Q
1					F	ay Re	cord fo	or 12/	30/16	Payd	ay						
2																	
3		Employee I	Name:	Input on t	ne 12-30-2016	Stab to pop	oulate all tal	bs	Employe	e ID#:	Input on	the 12-30 t	ab	Dept#:	Input on t	he 12-30 tab	
4												Total					
		Dayof										Worked	Leave	Leave	Total	Payroll Use	
5		Week	Date	In	Out	In	Out	In	Out	In	Out	Time	Туре	Hours	Hours	Only	
6		Sunday	11/27/2016									0.00			0.00		
7	FLSA	Monday	11/28/2016									0.00			0.00		
8	Workweek Sunday	Tuesday	11/29/2016									0.00			0.00		
9	12:01am -	Wednesda	11/30/2016									0.00			0.00		
10		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 12:01am -	Wednesda	12/7/2016									0.00			0.00		
17		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		Sunday	12/11/2016									0.00			0.00		
21	FLSA Workweek	Mondau	12/12/2016									0.00			0.00		
22	Sunday	Tuesday	12/13/2016									0.00			0.00		
23	12:01am -		12/14/2016									0.00			0.00		
24		Thursday	12/15/2016									0.00			0.00	0.00	
25 26	12:00am	Friday Saturday	12/16/2016			• Remainde	er of FLSA V	vorkweel	Loggedo	n Timesh	eet for Jan	uary 13 Pa	yday 😶				
20		Catoriday	21112010						Fo	r 12H, if e	ach FLSA	Total is <=	40, key ti	nis Pay Pe	riod total:	0.00	
28												-					
29		-		ate the info	ormation abov	e is accura	ite and com	plete:									
30 31		Employee	oignature:								-	Date:					
31		Supervisor	Signature:									Date:					
22																	

Step One: Input Employee Information

1						Pay Re	cord fo	r 12/	30/16	Payd	ay					
2 3 4		Employee N	lame:	Input on th	ne 12-30-201	6 tab to pop	oulate all tab:	5	Employee	ID#:		the 12-30 t	ab	Dept#:	Input on t	the 12-30 tab
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	FI 6A	Sunday	11/27/2016									0.00			0.00	_
7 . W	FLSA /orkweek	Monday	11/28/2016									0.00			0.00	
* :	Sunday	Tuesday Wednesda	11/29/2016									0.00			0.00	-
	2.0 iam	Wednesda Thursday	12/1/2016									0.00			0.00	
	12:00am	Friday	12/2/2016									0.00				FLSA Total:
12		Saturday	12/3/2016								1	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	
	/orkweek Sunday	Tuesday	12/6/2016									0.00			0.00	
	ounday 2:01am -	Wednesda	12/7/2016									0.00			0.00	
		Thursday	12/8/2016									0.00			0.00	
18 1	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	
	/orkweek	Monday	12/12/2016									0.00			0.00	
	Sunday	Tuesday Wednesda	12/13/2016									0.00			0.00	
	2:01am - Saturday		12/14/2016									0.00			0.00	0.00
25 1	12:00am	Friday	12/16/2016			" Remainde	er of FLSA W	orkweel	Logged or	n Timesh	eet for Jan	uary 13 Pa	yday 😶			
26 <u></u> 27		Saturday	12/17/2016						Eor	12H if a	ach FLSA	Totolic Ze	40 kouth	is Day Da	riad tatal:	0.00
28									10	1211, IT e	aoni Lom	i otaris t=	-0, key (r	ызгауге	nou total.	0.00
29				ate the info	ormation abov	ve is accura	ate and comp	olete:								
30		Employee S	õignature:									Date:				
31 32		Supervisor	Signature									Date:				
22		Supervisor	orginature.								-	Date.				

Step Two: Record Time Worked

	A	в	С	D	E	F	G	н	I	J	к	L	м	N	0	Р	Q
1						Pay Re	cord fo	r 12/	30/16	Payd	ay						
2				Classica	T '				- I	10.4	40045			D	4224		
3 4		Employee I	Vame:	Clemsor	n Tiger			_	Employee	e IU#:	12345			Dept#:	1234		
•												Total					
		Dayof										Worked	Leave	Leave	Total	Payroll Use	
5		Week	Date	In	Out	In	Out	In	Out	In	Out	Time	Туре	Hours	Hours	Only	
6		Sunday	11/27/2016									0.00			0.00		
		Monday	11/28/2016									0.00			0.00		
8	rkweek undav	Tuesday	11/29/2016									0.00			0.00		
	01am	Wednesda	11/30/2016									0.00			0.00		
		Thursday	12/1/2016									0.00			0.00		
11 12:0	: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 FI	LSA	Monday	12/5/2016									0.00			0.00		
15	rkweek	Tuesday	12/6/2016									0.00			0.00		
	unday 01am -	Vednesda	12/7/2016									0.00			0.00		
		Thursday	12/8/2016									0.00			0.00		
		Friday	12/9/2016									0.00				FLSA Total:	
19		Saturday	12/10/2016									0.00			0.00	0.00	
20		Sunday	12/11/2016									0.00			0.00		
21 FI	LOA	Monday	12/12/2016									0.00			0.00		
22 1	rkweek undav	Tuesday	12/13/2016									0.00			0.00		
	01am -	Wednesda	12/14/2016									0.00			0.00		
		Thursday	12/15/2016									0.00			0.00	0.00	
		Friday Saturday	12/16/2016 12/17/2016			" Remainde	er of FLSA V	√ <mark>o</mark> rkweek	: Logged o	n Timeshe	eet for Jan	uary 13 Pa	yday 😶				
26 27		Saturday	1211112010						Eo	r 12H, if e							
28												Em	nploy	vee in	puts		
29				ate the info	rmation abo	ve is accura	te and com	plete:			ac	tual i			-	ross	
30		Employee	Bignature:														
31 32		Supervisor	Signature:								the	inte a		יוער. ר		or pm	
32		Supervisor	oignature:									Date.					

Step Two: Record Time Worked (Continued)

					Date De-			no la c	Description of the						
1					Pay Re	cord to	or 12/	30/16	Payda	ау					
3	Employee Na		Clemso	n Tiger				Employe	n 100	12345			Dept#:	1234	
4	citipitayee in		ciciliso					citipitaye	e ion.	12,545			wepor.	12.54	
											Total				
	Day of			_			I .				Worked	Leave	Leave	Total	Payroll U
3-30-2016	in con	Date		out		Out	In	Out	In	Out	Time	Туре	Hours	Hours	Only
6	Sunday	11/27/2016	<u> </u>	+							0.00			0.00	
7 FLSA Workwee	Monday	11/28/2016	<u> </u>	+							0.00			0.00	
8 Sunday	Tuesday	11/29/2016		+							0.00			0.00	1
9 12:01am	Wednesday	11/30/2016	<u> </u>	<u>+</u>							0.00	_		0.00	
10 Saturday	Thursday	12/1/2016				<u> </u>		araved	out	ells a	re app	licab	le to t	he pay	v
12:00am	Friday	12/2/2016		<u> </u>							d/or a				
12	Saturday	12/3/2016	 												ecause
13	Sunday	12/4/2016									as par		0 0		
I4 FLSA	Monday	12/5/2016						perio	d		·				-
15 Workweel Sunday	Tuesday	12/6/2016		<u> </u>				•			ded for				
16 12:01am	Wednesday	12/7/2016		<u> </u>	_						n the c				
17 Saturday	Thursday	12/8/2016		<u> </u>							uring th		ne FLS	A work	week
12:00am	Friday	12/9/2016		<u> </u>				_			Saturd				
19	Saturday	12/10/2016		<u> </u>			•				- 12/1		0 5		
20 FLSA	Sunday	12/11/2016								will be	include	ed as	part of	the ne	ext pay
21 Workweel	Monday	12/12/2016		<u> </u>				perio	d						_
22 Sunday	Tuesday	12/13/2016					1				0.00			0.00	
23 12:01am - 24 Saturday	Wednesday	12/14/2016	<u> </u>	+							0.00			0.00	0
24 Saturday 25 12:00am	Friday	12/16/2016		-	1									0.00	
26	Saturday	12/17/2016		•	** Remaind	ier of FLSA	Workwee	k Logged o	on Times	heet for Ja	inuary 13 P	avday	•		
27						-		For 3	12H, if ea	ch FLSA To	xtalis <= 4	0, key th	is Pay Peri	od total:	0
28															
	Signatures b	elow indicat	te the info	ormation a	bove is acc	urate and	complete:								
29															
30	Employee Si	gnature:					_			_	Date:				
31	Supervisor S	ignature:									Date:				
12	sopernaet of	Protection of the	<u> </u>	+						-	WMM .				

Step Three: Record Leave (if applicable)

	A	В	C	D	E	F	G	н	I	J	K	L	M	N	0	Р
1					P	ay Rec	ord fo	r 12/3	30/16 F	Payda	iy					
2 3 4		Employee Na	me:	Clemso	n Tiger				Employee	ID#:	12345	5		Dept#:	1234	
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	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
8 V	Vorkweek	Tuesday	11/29/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
9 1	Sunday 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	
11	12:00am	Friday	12/2/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	FLSA Total
12		Saturday	12/3/2016									0.00			0.00	37.5
13		Sunday	12/4/2016									0.00			0.00	
14	FLSA	Monday	12/5/2016									0.00	Fam Sick	7.50	7.50	
15 V	Vorkweek	Tuesday	12/6/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
16 1	Sunday 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	
18	12:00am	Friday	12/9/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	FLSA Total
19		Saturday	12/10/2016									0.00			0.00	37.5
20		Sunday	12/11/2016									0.00			0.00	
21 v	FLSA Vorkweek	Monday	12/12/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
22	Sunday	Tuesday	12/13/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM				Leave	time o	can b	e input	t by ty	pe and
	12:01am -	Wednesday		7:59 AM	11:59 AM	1:00 PM	4:31 PM			-				urs.		
	Saturday 12:00am	Thursday Friday	12/15/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM	_			Total	Worke	ed time	e + Le	ave Ho	ours =
26	12.000111	Saturday	12/17/2016			Remainde	er of FLSA W	/orkwee	k Logged on	1			Total	Hours		
27									For 12	H, if ead	ch FLSA To	tal is <= 4	0, key thi	s Pay Perio	od total:	82.5
28																
29		Signatures b	elow indicat	e the infor	mation abo	ove is accu	rate and co	mplete:								
30		Employee Sig	nature:									Date:				
31																
32		Supervisor Si	gnature:								-	Date:				

Step Four: Verify Total Worked Time

A	В	C	D	E	F	G	н	1	,	K		м	N	0	P
L				F	Pay Rec	ord fo	r 12/3	30/16	Payda	ay					
2	En el en el bi		Clomcon Ti	aor				F	10.4	12245			Dentil	1224	
3	Employee Na	ame:	Clemson Ti	ger				Employee	e ID#:	12345			Dept#:	1234	'
											Total		F		
	Day of										Worked	Leave	Leave	Total	Payroll Use
5	Week	Date	In	Out	In	Out	In	Out	In	Out	Time	Туре	Hour:	Hours	Only
5	Sunday	11/27/2016									0.00			0.00	
7 FLSA	Monday	11/28/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
8 Workwe	Tuesday	11/29/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
Sunda 12:01ar	Wednesday	11/30/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
0 Saturd		12/1/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
1 12:00a	n Friday	12/2/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	FLSA Total:
2	kweek Tuesday	12/3/2016									0.00			0.00	37.50
3	Sunday	12/4/2016									0.00			0.00	
	FLSA Monday Vorkweek Sunday 12:01am - Saturday Thursday 12:00am Friday	12/5/2016									0.00	Fam Sick	7. 0	7.50	
		12/6/2016		11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
Sunda				12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
12.010		12/8/2016		12:00 PM	2.00110							Annual	3.10		
_		12/9/2016		12:02 PM	1:03 PM	4:29 PM					7.50		00	7.50	FLSA Total:
9		12/10/2016	0.02 / 10	12.02110	1.00110	4.25110					0.00			0.00	37.50
10	Sunday	12/11/2016									0.00			0.00	07.50
FLSA	Monday	12/11/2010	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
Workwe 2 Sunda	ек	12/13/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
3 12:01ar	, .		7:59 AM	11:59 AM	1:00 PM	4:31 PM					7.50			7.50	
4 Saturd		12/15/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	30.00
25 12:00a		12/16/2016		•••	Remainde	er of FLSA W	/orkweel	k Logged o	n Times	heet for Ja	nuary 13 P	ayday •••	Ļ		
6	Saturday	12/17/2016													
8								For 1	2H, if ea	ach FLSA To	otal is <= 4	0, key this	s Pay Pelu	od total:	82.50
.0	Signatures b	elow indica	te the infor	mation abo	ove is accu	rate and co	mplete:								
9													Vorit	fy time	worked
	IOTE: If to:	tal hour	swork	d nor f	ull wor	KWOOK	(Sup)	dav_ 9	Satur	dav) de	not				ited by Ex
1	gual at leas						-								e that if a
2	juai al ieds	n your s		s missir											is listed,
3			nouis	5 1113511	iy (see	Siep I	in ee,	•							l" is equa

your standard hours.

Step Five: Print, Sign and Date Timesheet

1	Α	В	C	D	E	F	G	н	I	J	K	L	M	N	0	P
1					F	ay Red	ord fo	r 12/3	30/16	Payda	ay					
2					•						10045				1004	
3 4		Employee Na	ame:	Clemson Ti	iger			-	Employe	e ID#:	12345			Dept#:	1234	
4												Total				
		Day of										Worked	Leave	Leave	Total	Payroll Use
5		Week	Date	In	Out	In	Out	In	Out	In	Out	Time	Туре	Hours	Hours	Only
6		Sunday	11/27/2016									0.00			0.00	
7	FLSA	Monday	11/28/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
8	Workweek	Tuesday	11/29/2016		11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
9	Sunday	Wednesday			12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
10	12:01am - Saturday	Thursday	12/1/2016		12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
1	12:00am	Friday	12/2/2016		12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
12		· ·	12/3/2016									0.00			0.00	37.5
-		Saturday														57.5
3		Sunday	12/4/2016									0.00			0.00	
4	FLSA Workweek	Monday	12/5/2016										Fam Sick	7.50	7.50	
۱5	Sunday	Tuesday	12/6/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
16	12:01am -	Wednesday	12/7/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
17	Saturday	Thursday	12/8/2016	8:00 AM	12:00 PM							4.00	Annual	3.50	7.50	
18	12:00am	Friday	12/9/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	FLSA Tota
19		Saturday	12/10/2016									0.00			0.00	37.5
20		Sunday	12/11/2016									0.00			0.00	
21	FLSA Workweek	Monday	12/12/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
22	Sunday	Tuesday	12/13/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
23	12:01am -	Wednesday	12/14/2016	7:59 AM	11:59 AM	1:00 PM	4:31 PM					7.50			7.50	
24	Saturday	Thursday	12/15/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	30.0
25 26	12:00am	Friday	12/16/2016		•••	Remainde	er of FLSA V	Vorkwee	k Logged o	n Times	heet for Ja	nuary 13 F	ayday •••	•		
-		Saturday	12/17/2016												1	
27 28									For 1	IZH, If ea	ich FLSA To	otal is <= 4	iu, key this	s Pay Perio	od total:	82.5
29		Signatures b	elow indicat	te the infor	mation abo	ove is accu	rate and co	mplete:								
30		Employee Sig	gnature:									Date:				
31																
32		Supervisor Si	ignature:									Date:				
33																

Step Six: Provide Timesheet to Supervisor for Approval

1	A	В	C	D	E	F	G	Н	I	J	K	L	M	N	0	Р
1					F	Pay Rec	ord fo	r 12/3	80/16	Payda	ay					
2 3 4		Employee Na	ame	Clemson T	iger				Employe	e ID#:	12345)	Dept#:	1234	
5		Day of Week	Date	In	Out	In	Out	In	Out	In	Out	Total Worked Time	Leave Type	Leave Hours	Total Hours	Payroll Us Only
6		Sunday	11/27/2016									0.00			0.00	
7	FLSA	Monday	11/28/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
8	Workweek	Tuesday	11/29/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
9	Sunday 12:01am -	Wednesday	11/30/2016	7:58 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	
L O	Saturday	Thursday	12/1/2016	8:01 AM	12:04 PM	1:01 PM	4:30 PM					7.50			7.50	
1	12:00am	Friday	12/2/2016	8:02 AM	12:02 PM	1:03 PM	4:29 PM					7.50			7.50	FLSA Tota
12		Saturday	12/3/2016									0.00			0.00	37.5
3		Sunday	12/4/2016									0.00			0.00	
L4	FLSA	Monday	12/5/2016									0.00	Fam Sick	7.50	7.50	
5	Workweek Sunday	Tuesday	12/6/2016	7:59 AM	11:58 AM	1:00 PM	4:32 PM					7.50			7.50	
17 18 19	12:01am - Saturday 12:00am	1. A su and	E NOTE: uperviso dated t	or cann the time	esheet.							, ,		U	7.50 0.00	FLSA Tota 37.5
20 21 22 23 24	FLSA Workweek Sunday 12:01am - Saturday	rout 3. Sho	avoid de ted in a ould you	timely ur supe	manne ervisor	r at the not be	e end o e avail	f each Iable	n pay p to sig	period In you	'. ur tim	eshee	t imm	nediate	7.50 7.50 7.50 7.50 7.50	30.0
25 26	12:00am		owing t esheet i										ou tu	irn yc	our	
27									For 1	l2H, if ea	ch FLSA To	talis<=4	0, key this	s Pay Peri	od total:	82.5
28		Signatures b					rate and co	mplete:								
30		Employee Sig	enature:	Clemse	on Tig	er					_	Date:	12/15/	/16		
31																
_		Commentation of C										-				
32 33		Supervisor Si	ignature:									Date:				