

**Policy Number: 565.1**

**Policy: Timesheets**

**Effective Date: (01/2014)**

**Revision Date:**

**Approved by: LeAnn Anderson, Director Financial Services and Payroll**

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**POLICY:**

- I. Montana State law requires that wages paid by MSU Billings are to be based on actual figures submitted at the end of the pay period rather than estimated payroll figures. Timesheets are used to certify that work is completed and attendance requirements are met according to appointment or contractual specifications. Timesheets must be submitted by employees each biweekly payroll to initiate payment according to the system established within MSU Billings. The employee and the supervisor certify the accuracy of the timesheet by their signatures.