

Procedure Number: 565.1

Procedure: Timesheets

Effective Date: (01/2014)

Revision Date:

Approved by: LeAnn Anderson, Director Financial Services and Payroll

PROCEDURE:

- I. Employees must be paid in accordance with the established pay calendar and it is the hiring authority's responsibility to ensure this is taking place. Timesheets must be submitted by employees each biweekly payroll to initiate payment according to the system established within MSU Billings. Timesheets must be submitted within the proper pay period according to the pay calendar.
 - A. Contract Employees: Employee's working under contract such as Faculty, Executive, Administrators, Professionals
 1. Contracted employees need to record and submit their *exception hours*, such as sick and/or annual leave, leave without pay.
 - B. Hourly Employees, such as Classified, Temps, Students and Work Study:
 1. Time sheets must clearly indicate the actual time/date worked, use of sick or annual leave, overtime hours, leave without pay status or any circumstances related to payment for hours.
- II. The format for most time sheets will be:
 - A. Electronic time entry located in the [MyInfo](#) area on the MSUB homepage.
 - B. Paper time sheet
 1. If you are working off-campus for a Community Service partner, the time sheet will be a paper format located on MSUB/Financial Services & Payroll website /Forms. [Time Sheets \(paper\)](#) .
 2. In the event of an emergency, if an employee is unable to sign his/her time sheet, the employee's supervisor may sign for the employee, e.g. John Smith by Larry Jones, Dean. This is a **one-time only option** and not at the prerogative of the supervisor.
- III. The time sheet practices and deadlines are:
 - A. The time sheet (either paper or electronic) must be reviewed and signed by both the employee and supervisor on a biweekly basis.
 - B. All Supervisors are responsible for paper time sheets delivered to Financial Services/payroll, by an individual with whom the departmental payroll responsibility resides. These timesheets must be delivered no later than Monday 5:00 p.m. following the end of the pay period.
 - C. Routing through Campus Mail Services is not advisable unless insurability of arriving to payroll by 5:00 p.m. on the Monday following the end of the pay period.
 - D. Timesheets should not be held by the department for any reason and should be submitted within the pay period deadlines for the time worked.