



Procedure Number: 565.1

Procedure: Timesheets

Effective Date: July 1, 2012

Revision Date: January 12, 2022

Approved by: Assistant Vice Chancellor of Finance

PROCEDURE:

- I. Employees must be paid in accordance with the established pay schedule and it is the hiring authority's responsibility to ensure this is taking place. The MSUB payroll schedule is located on the [Payroll webpage](#) under Payroll Information. 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 schedule.
 - 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.
 - C. All MSUB data stewardship policies must be followed when completing electronic timesheets. Therefore, every employee should be completing their own timesheet or exception reporting in their own secure MyInfo area as it is not permissible to share passwords or log into another employee's secure MyInfo area.
- 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 need to submit a paper time sheet, the form is located on the MSUB Financial Services & Payroll intranet page under Payroll Forms/Time Sheets [All Employee Timesheet](#).
- 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. Timesheets submitted via DocuSign will not be accepted.
 - 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.



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- 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.