

Bi-weekly Late Submission Timesheet Procedures

1. Hours worked **must** be submitted electronically by **Web Time Entry on a Bi-weekly schedule**.
2. **All Bi-weekly Hourly employees must submit their time electronically to their Supervisor by noon on Monday after the Pay Cycle ends on Sunday.**
3. **If deadlines are missed for an unusual circumstance**, the employee will need to fill out the [Bi-Weekly Late Submission Time Sheet](#) electronically. Both the Supervisor and Employee need to sign the form.
4. To complete the [Bi-Weekly Late Submission Time Sheet](#), the following information must be entered on the form electronically: **Employee Name, Banner ID, Department, Position #, Suffix (if applicable), Bi-Weekly Start and End Date, Date and Hours Worked**. **Note:** Timesheet will only accept hours worked to the nearest quarter hour. Example: 3 hours and 15 minutes should be listed as 3.25. (Rounding $\frac{1}{4}$ hour = .25, $\frac{1}{2}$ hour = .50 and $\frac{3}{4}$ hour = .75) **Hours will automatically calculate overtime hours in excess of 40 hours each week.**
5. The employee then should print the time sheet and sign, date and forward to supervisor for approval.
6. Employee's supervisor should sign and date the time sheet and submit directly to the Payroll Office. **IMPORTANT:** Time Sheet **MUST** be signed by the Supervisor. Time sheets not signed will be returned to the Employee.
7. Payroll Office will complete the Payroll Section (yellow highlighted area) and process for the next Bi-weekly payroll.