

PAYROLL

Electronic Timesheet Instructions

- **Unclassified Exempt Staff** – Complete/Submit your electronic timesheet and leave/comp slips to your supervisor by the deadline. If you took no leave, please certify your time by entering a “0” in one of the leave columns on one of the dates and indicate in the comment field “All Hours Worked”.
- **Classified/Unclassified Non-Exempt Staff** – Complete/Submit your electronic timesheet and leave/comp slips to your supervisor by the deadline. Please make sure you indicate time in and time out on each day. Your timesheet should still total 80 hours each pay period. If you worked over 80 hours in a pay period, your timesheet should indicate that as well. Please be sure you are entering all hours worked on your electronic timesheet.
- **9-Month Faculty** – Complete/Submit your electronic timesheet and leave slips to your supervisor by the deadline. If you took no leave, please certify your time by entering a “0” in one of the leave columns on one of the dates and indicate in the comment field “All Hours Worked”.
- **Hourly Adjunct Faculty** – Enter hours worked on your timesheet. If you did not work any hours, do not do anything.