

Frequently Asked Questions about Time Entry and Payroll

Updated March 2, 2016

Reminders, Request, and Cautions Regarding Time Sheets

Signed paper time sheets must be in the Payroll Office by 2:00 p.m., the second Wednesday of the pay period. Payroll will send weekly college wide e-mails of timesheet due dates and early deadlines if applicable. The deadlines are also included on the schedule of pay periods and pay dates available at the Payroll Web site. Approvers are encouraged to use their e-mail calendars to send themselves a reminder of timesheet due dates.

DO NOT fax time sheets. Send timesheets through the interoffice mail.

If a fax is requested by the Payroll Office, the original forms must follow the fax via the inter-office mail. Time sheets are legal documents. ALL alterations should be initialed (even the white out) and both employee and supervisor must initial the changes. Original signatures are required. Do not use pencil.

Only college essential personnel are allowed to work on college closed holidays. Hours submitted by Student and Temporary employees on College closed holidays will not be paid. Approvers are encouraged to look over hours submitted for payment carefully before approval, **do not use approve all.**