

MONTGOMERY COLLEGE

INDIVIDUAL EMPLOYEE TIME SHEET

Last Name (print) (Below)	DO NOT WRITE	First Name (print) (Below)	DO NOT WRITE	MC ID# (Below)	DO NOT WRITE	Timesheet Period (Below)	DO NOT WRITE			
Department Name (Below)		Status		Timesheet Organization Code						
Earnings Code Descriptions	Earn Code	Total Hours	DATE	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Hours Worked										
Overtime										
Other										
Other										

Reason for Paper Submission (Check appropriate block):

- Original time sheet never submitted because _____.
- Correction to original submission, a copy of which is attached, because _____.
- Other reason: _____.

I certify that the timesheet I am submitting correctly and accurately reflects my hours worked and/or leave taken during this time period. I understand that failure to submit my hours worked and/or leave taken according to the established procedures for my employment type and according to the established procedures may result in nonpayment, incorrect payment, and/or disciplinary action. I understand that over and/or under payments will be corrected on the next pay period. I further understand that any false submissions on my timesheet may result in disciplinary action.

Required Signatures

_____ Employee Signature	_____ Date
_____ Supervisor's Signature	_____ Date

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INSTRUCTIONS

Pay is issued to employees when this time sheet is properly completed, signed by the employee and supervisor and received before the time sheet deadline in the Payroll Office. All employees required to submit time sheets must follow the instructions below.

1. Print your last name, first name, your MC ID# and timesheet periods.
2. Write your department Name, your Status and your Timesheet Organization number (Look up your previous web time entry for Department organization number if you are not sure).
3. Under the days of the week, record the Date.
4. Under each date, record your hours. Hours are rounded to quarter of an hour, example 15 minutes, you record 0.25; 30 minutes, you record 0.50 and etc. The sum is recorded under Total Hours. The Earn Code is "REG"
5. Record the hours outside the normal, budgeted schedule (overtime or additional hours) on the Overtime line. Fill in the correct Overtime code in the Earn Code column on the Overtime line.
6. Record each leave categories not pre-printed under "Other Leave/Earning Codes" and fill in the appropriate code in the Earn Code Column.
7. Record total hours in the Total Hours column, sign the form and turn it in for supervisory signature before the deadline.
8. Check applicable box for the Reason for Paper Submission. If this is a correction to a previously submitted web timesheet, print the timesheet and attach.
9. Signed timesheets must be in the Payroll Office by 2:00 p.m. the second Wednesday of the pay period.
10. Time sheets not correctly completed or not submitted to the Payroll Office by the timesheet deadline may result in the employee No pay for that pay period. Time sheets completed incorrectly or not signed by the appropriate supervisor will be returned to the Department for correction and treated as having not been submitted.

Time sheets are legal documents. All alterations must be initialed (even the white out) and both employee and supervisor must initial the changes.

Original signatures – in ink – are required. DO NOT USE PENCIL. DO NOT FAXSIGNATURES OR TIME SHEETS. Time sheets must be sent through the inter-office mail.