

INSTRUCTIONS FOR COMPLETING TIMESHEETS CONTRACT EMPLOYEES:

1. Times sheets should be filled in daily.
2. Completed time sheets are due one day after pay period ends.
3. Print legibly filling in all requested information using black or blue ink.
 - a. Name: Format of Last, First
 - b. SSN: Please provide last 4 digits of Social Security Number only.
 - c. Period Covered = start of pay period through end of pay period dates.
 - i. Pay periods are from the 1-15 and the 16–end of the month.
 - d. Location is physical location of assigned work area.
4. Day column should indicate day of work such as Mon, Tue, Wed, Thur, and Fri.
5. Date column should show numerical date, such as 09-01.
6. Time In column represents your start time
7. Time Out column represents the time you ended work or left facility.
8. Hours Worked column should indicate hours worked as allowed by contract.
9. Calculate hours worked in quarter hour increments only using standard rounding rules.
10. Annual leave column represents the hours taken off that have been authorized as Annual Leave.
11. Sick Leave Hours column contains the hours taken off that have been authorized as Sick Leave.
12. LWOP column indicates any hours taken off that have been authorized as Leave Without Pay.
13. Other Absence column is used to account for any hours that do not fit into the other four hours columns. Holiday hours and facility closure are two examples.
14. Remarks column is used to explain any entry into the Other Absence column or other info as requested.
15. Do not complete time in and time out during a holiday day(s) unless you actually worked on the holiday.
16. Do not add the LWOP column with your total hour's column.
17. Any mistakes will require correction by employee and you will need to re-send the corrected timesheet.
18. Employee must sign and date completed form.
19. Appropriate supervisor must sign and date.
20. The time sheet is then sent to the assigned project/program manager via an agreed upon transport method.