

# PSU TIME SHEET

## (Employee with No Benefits)

When to use a paper time sheet:

1. If the employee does not complete and submit an electronic timecard to the line manager, or the line manager does not approve the electronic timecard, by the payroll deadline;
2. If the employee needs to submit time for previous pay periods; or
3. If changes are needed for an electronic timecard that was approved by a line manager.

When converting your start and stop times to hours worked, use quarter hour increments

15 Minutes = .25	45 Minutes = .75
30 Minutes = .50	60 Minutes = 1.00

Instructions for completing the paper timesheet:

1. Employee completes the paper timesheet to show the entire pay period as it should be or should have been paid.
2. Employee fills out the reason for completing a paper time sheet instead of an electronic GUS HR time card.
3. Line manager and employee sign the paper timesheet and upload online through the HRS' Forms webpage.  
<https://www.pittstate.edu/hr/forms.html> > scroll down to "Timesheets"

**IMPORTANT: Hours reported on a paper timesheet will be paid on a pay date later than the normal pay date for the pay period when the hours were worked.**

Name \_\_\_\_\_ Employee ID \_\_\_\_\_ Assignment # \_\_\_\_\_ Position Name \_\_\_\_\_

**Week 1** Pay Period End Date \_\_\_\_\_

Earned	Sun		Mon		Tues		Wed		Thurs		Fri		Sat		Total
Date															
	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	
Regular															
Regular															
Regular															
Regular															

**Week 2**

Earned	Sun		Mon		Tues		Wed		Thurs		Fri		Sat		Total
Date															
	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	
Regular															
Regular															
Regular															
Regular															

Provide the reason you are completing a paper time sheet instead of an electronic GUS HR time card. Time sheet may be returned if this section is not completed.

I hereby certify that this time record was kept current by me and that it is a true statement of hours worked in the period indicated.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line Manager (Supervisor) Signature

\_\_\_\_\_  
Date