

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.

Instruction for completing the paper timesheet:

1. Employee completes and signs the paper timesheet to show the entire pay period as it should be or should have been paid.
2. Employee **fills out the required reason** for completing a paper time sheet instead of a GUS HR time card.
3. Line manager and employee sign the paper timesheet and upload to the online form. **Time sheets will not be accepted via email or in person.**

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

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 _____
 Pay Period End Date _____

Week 1

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															

***Required* Provide the reason you are completing a paper time sheet instead of a GUS HR time card. Time sheet will 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