Policy Id:
HR.005 - College Assistant and Hourly Employee Timesheet Spreadsheets

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COLLEGE ASSISTANT AND HOURLY EMPLOYEE TIMESHEET SPREADSHEETS:

The following Excel spreadsheets have been developed to assist college assistants, hourly workers, and their supervisors in the completion of timesheets. These spreadsheets are designed to simplify and streamline the completion of timesheets.

The Basic Timesheet Spreadsheet:

The Basic Timesheet Spreadsheet allows the worker or supervisor to enter key information and then print out a completed timesheet. Unless otherwise authorized, this is the only timesheet that will be accepted by the Payroll Office. The key information to be entered is:

- Employee identification information;
- Initial date of the pay period (See column 1 of the Time Sheet Submission Schedule); and
- Hours worked and/or leave taken each day.

Information should be entered in the white-colored parts of the spreadsheet. Do not enter information in the yellow-shaded areas – the spreadsheet calculates these totals. The worker or supervisor can print a completed timesheet, ready to be signed and submitted. Please comply with the deadlines for submission in the Official Timesheet Submission Schedule.

The Master Timesheet Spreadsheet:

To facilitate your record-keeping and budget tracking, an alternate version of the spreadsheet is also available. This version of the spreadsheet is for your use and will not be submitted to Payroll. The Master Timesheet Spreadsheet works like the Basic Timesheet Spreadsheet. The additional advantage is that it includes 26 separate timesheets – one for each pay period of the fiscal year – as well as a summary sheet. The worker or supervisor enters key identification information once, and it appears on all 26 timesheets. The key information to be entered once on the summary worksheet (identified as the cells in blue) is:

- Employee identification information;
- Initial date of the pay period; and
- Budgeted hours for the year.

Note that the “initial pay period” ends on the first Thursday in July, and should include only the hours worked during July, as the June hours are entered in a timesheet for the previous year. To be sure that this is completed correctly, ask
for assistance from Cindy Robles, Time and Leave Manager X8478 in Human Resources, and refer to the Official Timesheet Submission Schedule.

Each pay period, the worker or supervisor enters the hours worked and leave taken each day. The spreadsheet calculates the totals. The worker or supervisor can print a completed timesheet, ready to be signed and submitted.

The Summary Worksheet maintains a summary of hours worked and leave taken for the fiscal year, and compares it to the budgeted hours.

When you save the Master Timesheet Spreadsheet, give it a name that identifies the employee whose time is being recorded, such as "MarySmithAY20052006.xls" and place it in a folder where you can regularly locate it for updates.