University System of New Hampshire Hourly Timesheet Instructions

Form should always be completed in ink with original signature

1. Clearly print the **YEAR**, **PAYID**, **PAY PERIOD #, PP END DATE** and **TIME SHEET ORGANIZATION code**.

2. Clearly print **LAST**, **FIRST**, and **MIDDLE** name and **USNH ID** (all 9 characters).

3. Clearly print **POSITION** and **SUFFIX.** Note: If supported by sponsored research funding, a separate position-suffix is required for each supervisor and/or project.

4. Under **EMPLOYEE CLASS**, put a check (√) on the line next to employment type.

5. Clearly print the Begin Date (MM/DD/YY) of the workweek next to "**WEEK 1**".

6. Clearly print the start/end times in the "**IN**" and **"OUT"** box under the day worked.

7. Compute the time/hours worked and clearly print these amounts in the "TOTAL" box in the column of the day you worked.

8. If you work again later that same day repeat steps 6-7 in the boxes below.

9. Total up the hours worked each day and clearly print the number in the **DAILY TOTAL HOURS** box. Sum them for the week into the **TOTAL WEEK 1 HOURS** box.

10. Repeat steps 6-9 for **WEEK 2**.

11. Sum the Total Week 1 and Total Week 2 Hours; print total into the Pay Period Total Hours box.

12. EXPENSE DISTRIBUTION: (payment expense is defaulted from employee's NBAJOBS record. If/when a change is indicated, the Campus/BSC must process a reallocation transaction. A separate time sheet is required for each supervisor.

    If funded by Sponsored Research Projects this section is required and a separate timesheet must be completed for each project. The employee is to complete the PROJECT NAME and FUND. The ORG, ACCT, PROGRAM, and ACTIVITY is to be completed by the approver or BSC Staff.

    Otherwise, the Campus or BSC may require that this section be completed if expense is not the same as NBAJOBS default expense distribution.

    Note: For College Work Study employees, this information is located on the Federal Work Study Employment Authorization form. Others may obtain the information from the UNH BSC, the Campus HR Office or the Campus Payroll office).

13. Employee must sign and date the form on the line provided certifying that the time submitted is correct.

14. Supervisor must review, sign and date on the line provided certifying that they have reviewed the hours and that they are correct. Any issues must be resolved with the employee. Supervisors of sponsored research projects are certifying that they are in compliance with the Sponsored Program supervisor Certification.

15. Supervisor must print their name and provide a phone number where they can be reached during the business day.

16. If required, the department/agency head can also approve.

17. This timesheet must be submitted to the data entry unit by the units' deadline date/time. This ensures that the employee's hours can be entered into Banner prior to the payroll processing deadlines providing timely payment to the employee. The next payment cycle will occur in 2 weeks.