

## **Timesheet Procedures**

**TO:** Supervisors of Student Employees

**FROM:** Office of Human Resources-MSU Denver  
Student Employment Office

**DATE:** January 1, 2012

**SUBJECT: Timesheet Procedures**

It is the on-campus supervisor's responsibility to input the student's hours into the PHAHOUR screen within the Banner System. All supervisors should be aware of set timelines for Time Entry. Off-campus supervisors are responsible for faxing the timesheets to the Payroll Services Office at (303) 556-5010 according to the timelines set in the Semi-Monthly (SM) Payroll Schedules.

In order to comply with auditor's regulations, **timesheets should be kept on file for a period of five (5) years**. The timesheet should be accurate, legible, and contain the following information:

1. Payroll Number (based on payroll calendar).
2. Dates of payroll period.
3. Student's pay rate.
4. Student's name, Student ID number (900#), Banner position number, Banner account number, Department name and phone number.
5. Time of less than 1 hour should be reported in quarterly decimal increments, for example: .25, .50, or .75.
6. Timesheets are due to the supervisor by 5:00 p.m. the day after the end of the payroll periods. Both the student and the supervisor must initial any changes to the timesheets such as hours, dates, and totals.
7. Only the supervisor or in the absence of the supervisor, someone who can verify the hours recorded on the time sheet, may sign the time sheet.
8. All time entry must be completed by 12:00 p.m. on the second day of Time Entry for the current payroll period. Manual check requests should only be used for emergencies. The department/time entry designee has two (2) manual check requests available for the Fiscal Year.