Process for Reviewing, Approving, and Submitting Timesheets

- Review timesheets to ensure accuracy in the following areas:
  - Math totals for time
  - Number of hours worked
  - Correct assignment numbers associated with hours worked
- If timesheet is for a student employee then the following needs to be on the timesheet:
  - Name printed legibly
  - Jobnet Number
  - Dart ID Number
  - Rate of Pay
  - Pay period ending dates
  - Sign In and Sign Out times
- If data is not accurate, follow up with the employee to resolve any issues.
- If you make any changes to the employee’s time sheet, review changes with the employee and obtain their signature of approval.
- If the timesheet is correct, sign and send the timesheet to the Finance Center.

<table>
<thead>
<tr>
<th>For questions related to…</th>
<th>…You should contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Procedures and Policies on timesheets</td>
<td>Payroll Website</td>
</tr>
<tr>
<td>Status of processing timesheets</td>
<td>Finance Center</td>
</tr>
<tr>
<td>Finance Center Staff Contact Information</td>
<td></td>
</tr>
</tbody>
</table>