In an ongoing review of our payroll practices and policies, we are outlining the process requirements for submitting bi-weekly and student timesheets. Beyond ensuring the accurate recording of time on timesheets, the points below are required for appropriate payroll processing. Supervisors, department heads, and timekeepers should review and immediately make any improvements needed in order to be in compliance with state and federal regulations.

1. **Employee Signatures**: Employees, both bi-weekly and student, must sign their timesheet at the time of submission. If there is no way to obtain “original” signature by the employee, an email from the employee must be attached to the timesheet, certifying the hours worked during the specific pay period at the employees specified rate of pay. The following information must be included in the email:
   - Number of hours
   - Pay Period Beginning and Ending dates
   - Assignment number for biweeklies
   - Hourly rate and department for students.

2. **Supervisor Signatures** are required on all timesheets. No exceptions.

3. **Timesheets must be submitted for each pay period worked**: State and Federal regulations require the employees be paid for any and all hours worked during a pay period. Timesheets should not be held over multiple pay periods.

4. It is the requirement of the supervisor and timekeeper to verify all information on the timesheet is submitted completely and accurately. Please ensure all of the following are provided accurately on the timesheet.

5. **Supervisor and Timekeeper need to verify the following information on all timesheets**

   - Employee Legal Name, Dartmouth ID, Assignment
   - Pay Period End Date
   - Hours worked, holiday, vacation and personal hours
   - Biweekly time - Override Section – chart string, hours, approval
   - Student time – JobNet number, chart string, rate, approval, contact phone number for questions
   - ORIGINAL SIGNATURES – EMPLOYEE AND SUPERVISOR

6. **Timekeepers must manage the receipt of timesheets from employees within a schedule that allows for full review, follow up if required, and approval before the deadline for submission of timesheets to the Finance Center**. The regular deadline is delivery to the PDCFC NO LATER THAN 9AM MONDAY MORNING for the pay period just ended. Earlier submission (in person or in our drop box) is appreciated.

7. The Timekeeper’s coversheet must be completely filled out, including location number, name, phone number, number of timesheets submitted and missing timesheets.

Timesheets that are submitted with required information missing will result in a delay in processing. The Finance Center will reach out to Timekeepers to resolve issues, but following the guidelines above will help us all get it right the first time and will avoid processing delays.
Attached please find the Provost-Dean of the College Finance Center Financial Process Highlights two-pager that outlines the many services of the PDCFC. I also encourage you to link through Outlook calendars to the PDCFC shared calendar. Here you can find information regarding deadlines, policies, etc. Please feel free to add it to your Outlook for up-to-date information.

Please be in touch with any questions, concerns, or feedback regarding any finance center process or Dartmouth policies.