Process for Reviewing, Approving, and Submitting Timesheets

If you are a supervisor reviewing, approving and submitting timesheets to the Finance Center, please see the bolded “Division Supervisor” section 2 for instructions on completing Timesheet. The additional sections describe activities to be completed by others.

Helpful Hints

- Review submitted time sheets for accuracy and legibility
- Double check for accuracy of math and the information provided.
- Verify that the employee has entered the correct assignment numbers.
- Consult the Time Turnaround Report to validate vacation time, sick time, and other employee data.
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- 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.

For questions related to… | …You should contact
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- Detailed Procedures and Policies on timesheets | Payroll Website
- Status of processing timesheets | Finance Center
- Finance Center Staff Contact Information |