

Instructions for Completing FSW Manual (Paper) Time Sheets

Completion of a time sheet is required for the following employees:

- All Non-Exempt (under the Fair Labor Standards Act - FLSA) employees
 - Part-Time Hourly
 - Student Assistants
 - Peak Partners
 - Work Study Students
1. Access a manual (paper) timesheet online at <http://www.fsw.edu/payroll/forms>
 2. Complete the following information:
 - a. Enter your Banner ID Number (available on your Connect Card)
 - b. Enter your legal name (First Name Last Name)
 - c. Choose the “Pay Beginning Date” by clicking to the right to show the drop down feature. Scroll down and click on the correct date. This will automatically generate the days and dates for the pay period
 - d. Check to make sure the pay period begins on the correct day/date and ends on the correct day/date.
 3. Hours Worked
 - a. Enter the total number of hours physically worked each day rounded to the nearest quarter hour. Do not include any lunch breaks, holidays or any other time away from work. *Peak Partners are required to complete In/Out times, the electronic time sheet will calculate and enter your hours each day. The electronic time sheets will also sum the “Grand Totals for this Pay Period”. If you do not have access to a computer a paper copy can be used. You will need to enter in the correct information for each day worked and total the time sheet.*
 4. Additional Hours to be Paid
 - a. Holiday Pay: All regular part-time employees are eligible for holiday pay. Temporary employees are not eligible for holiday pay. Examples of temporary employees are student assistants, work study and peak partners. Holiday pay for eligible employees will only be paid if the employee was normally scheduled to work on that day and for only the hours scheduled to work.
 - i. Ex. John Smith is scheduled to work five (5) hours on Christmas Day. Christmas Day is designated as a college holiday in 2008. John Smith will received five (5) hours of holiday pay.
 5. Required Signatures: Both the employee and the supervisor must sign/approve the time sheet. It is the supervisor’s responsibility to verify the hours and calculations prior to signing the time sheet.
 6. Payroll Schedule: Time sheets must be turned into the payroll office by the posted deadlines. Any time sheets received after the deadline could result in non-payment for that pay period. If this occurs, the employee will receive payment on the next scheduled pay cycle. The current payroll schedule can be located at <http://www.fsw.edu/payroll/forms> then click on Payroll Calendar.
 7. Corrections to Time Sheets: Any corrections or changes to time sheets must be recorded on a new time sheet and marked “AMENDED” with the original pay beginning date. The corrected time sheet must again be signed and approved by the employee and supervisor.