

TIME TRACKING RECORD 2020
CLERICAL - TECHNICAL EMPLOYEES
DEPARTMENT OF ENTOMOLOGY - MICHIGAN STATE UNIVERSITY

Last Name: _____ First Name: _____

Reporting Begin Date: _____ End Date: _____

WEEK 1								
Hour Type	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Worked								*
Vacation								
Sick								
Family Sick								
Personal								
Comp Time Used								
Other								

My signature below certifies that all hours during this pay period are accounted for and accurately reported.

Employee Signature: _____

Supervisor Signature: _____

WEEK 2								
Hour Type	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Worked								*
Vacation								
Sick								
Family Sick								
Personal								
Comp Time Used								
Other								

* Compensation for hours worked exceeding 40 per week:
 _____ Paid as Overtime _____ Comp Time

Support Staff Overtime and Time Tacking Policy: Ensure that your time is tracked properly and that your time is recorded completely and accurately on a weekly basis. **If you work less or more than you indicate on this timesheet, you are in violation of this policy.** Additional information can be found at:
<https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/overtime.html>

My signature below certifies that all hours during this pay period are accounted for and accurately reported.

Employee Signature: _____

Supervisor Signature: _____

Employee Payroll Schedule			
Pay Begin Date	Pay End Date	Timesheet Due Date	Check Date (Payday)
12/20/2020	1/2/2021	1/1/2021	1/15/2021
1/3/2021	1/16/2021	1/18/2021	1/29/2021
1/17/2021	1/30/2021	2/1/2021	2/12/2021
1/31/2021	2/13/2021	2/15/2021	2/26/2021
2/14/2021	2/27/2021	3/1/2021	3/12/2021
2/28/2021	3/13/2021	3/15/2021	3/26/2021
3/14/2021	3/27/2021	3/29/2021	4/9/2021
3/28/2021	4/10/2021	4/12/2021	4/23/2021
4/11/2021	4/24/2021	4/26/2021	5/7/2021
4/25/2021	5/8/2021	5/10/2021	5/21/2021
5/9/2021	5/22/2021	5/21/2021	6/4/2021
5/23/2021	6/5/2021	6/7/2021	6/18/2021
6/6/2021	6/19/2021	6/21/2021	7/2/2021
6/20/2021	7/3/2021	7/5/2021	7/16/2021
7/4/2021	7/17/2021	7/19/2021	7/30/2021
7/18/2021	7/31/2021	8/2/2021	8/13/2021
8/1/2021	8/14/2021	8/16/2021	8/27/2021
8/15/2021	8/28/2021	8/27/2021	9/10/2021
8/29/2021	9/11/2021	9/13/2021	9/24/2021
9/12/2021	9/25/2021	9/27/2021	10/8/2021
9/26/2021	10/9/2021	10/11/2021	10/22/2021
10/10/2021	10/23/2021	10/25/2021	11/5/2021
10/24/2021	11/6/2021	11/8/2021	11/19/2021
11/7/2021	11/20/2021	11/19/2021	12/3/2021
11/21/2021	12/4/2021	12/3/2021	12/17/2021
12/5/2021	12/18/2021	12/17/2021	12/30/2021

* Submit timesheets on Friday due to holiday

NOTE:

Time tracking reports are due by **5:00 PM on the DUE DATE** listed for the BiWeekly reporting dates to the right.

Time tracking reports should be **EMAILED to ENT.Timesheets@msu.edu**
 Thank you.

Hours recorded over 40 hours per week will be compensated at time and a half - either paid time or comp time as approved by immediate supervisor.

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ATTENTION: Please make sure you have entered your time off (excluding worked hours) in EBS