

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

Last Name: _____ First Name: _____

Pay Begin Date: _____ Pay End Date: _____

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

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

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)
12/19/2021	1/1/2022	1/4/2022	1/14/2022
1/2/2022	1/15/2022	1/17/2022	1/28/2022
1/16/2022	1/29/2022	1/31/2022	2/11/2022
1/30/2022	2/12/2022	2/11/2022	2/25/2022
2/13/2022	2/26/2022	2/28/2022	3/11/2022
2/27/2022	3/12/2022	3/14/2022	3/25/2022
3/13/2022	3/26/2022	3/28/2022	4/8/2022
3/27/2022	4/9/2022	4/11/2022	4/22/2022
4/10/2022	4/23/2022	4/25/2022	5/6/2022
4/24/2022	5/7/2022	5/9/2022	5/20/2022
5/8/2022	5/21/2022	5/20/2022	6/3/2022
5/22/2022	6/4/2022	6/6/2022	6/17/2022
6/5/2022	6/18/2022	6/20/2022	7/1/2022
6/19/2022	7/2/2022	6/30/2022	7/15/2022
7/3/2022	7/16/2022	7/18/2022	7/29/2022
7/17/2022	7/30/2022	8/1/2022	8/12/2022
7/31/2022	8/13/2022	8/15/2022	8/26/2022
8/14/2022	8/27/2022	8/26/2022	9/9/2022
8/28/2022	9/10/2022	9/12/2022	9/23/2022
9/11/2022	9/24/2022	9/26/2022	10/7/2022
9/25/2022	10/8/2022	10/10/2022	10/21/2022
10/9/2022	10/22/2022	10/24/2022	11/4/2022
10/23/2022	11/5/2022	11/7/2022	11/18/2022
11/6/2022	11/19/2022	11/18/2022	12/2/2022
11/20/2022	12/3/2022	12/5/2022	12/16/2022
12/4/2022	12/17/2022	12/16/2022	12/29/2022

* Submit timesheets early due to Holiday

NOTE:

Time tracking reports are due by **5:00 PM on the DUE DATE** listed for the Bi-Weekly 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