

Instructions for completing a timesheet

FSHN STUDENT/LABOR TIME SHEET									
Employee Name:				Employee Signature:					
(print)									
PI/Supervisor last name:				PI/Supervisor Signature:					
(print)									
Account #:				SubAccount #:					
Manually type / change the pay period start-date (below) to automatically update all date fields.									
*See Pay Period Begin Date Chart (at the right)									
*Start Date		End Date							
Pay Period		2/23/14		3/8/14					
				**Time less than 1 hour needs to be reported in tenths		*Pay Period Start Dates		Timesheet Due dates (Mondays)	
Day	Date	Hours Worked	Day Total	Minutes	**Tenths				
Sunday	2/23/14			1-2	0	2/23/14		Mar. 10	
Monday	2/24/14			3-8	0.1	3/9/14		Mar. 24	
Tuesday	2/25/14			9-14	0.2	3/23/14		Apr. 7	
Wednesday	2/26/14			15-20	0.3	4/6/14		Apr. 21	
Thursday	2/27/14			21-26	0.4	4/20/14		May 5	
Friday	2/28/14			27-32	0.5	5/4/14		May 19	
Saturday	3/1/14			33-38	0.6	5/18/14		Jun. 2	
WEEK ONE SUBTOTAL			0			6/1/14		Jun. 16	
Sunday	3/2/14			39-44	0.7	6/15/14		Jun. 30	
Monday	3/3/14			45-50	0.8	6/29/14		Jul. 14	
Tuesday	3/4/14			51-56	0.9	7/13/14		Jul. 28	
Wednesday	3/5/14			57-59	1	7/27/14		Aug. 11	
Thursday	3/6/14					8/10/14		Aug. 25	
Friday	3/7/14					8/24/14		Sept. 8	
Saturday	3/8/14					9/7/14		Sept. 22	
				Not hourly?					
				Project pay (circle)					

Signatures are gotten from the supervisor/PI (principal investigator on a grant) as approval for time worked.

Employee completion

Correct start date

Open the timesheet/spreadsheet with the link above. It is a changeable timesheet, and so can be used for the current pay period, or for previous/future pay periods.

You will see a *Start Date field. Change this date, and the rest of the dates will automatically change. Please refer to the *Pay Period Start Dates chart (located on the right of the timesheet).

Manually type / change the pay period start-date (below) to automatically update all date fields.									
*See Pay Period Begin Date Chart (at the right)									
*Start Date		End Date							
Pay Period		2/23/14		3/8/14					
				**Time less than 1 hour needs to be reported in tenths		*Pay Period Start Dates		Timesheet Due dates (Mondays)	
Day	Date	Hours Worked	Day Total			2/9/14		Feb. 24	

Now change the Start Date to the one desired, hit 'Enter,' and the rest of the dates will change, and the time can be entered. Either save the timesheet to email it to the supervisor for signature or print it out.

Enter time:

Enter your time worked on your timesheet on the spreadsheet or by hand (Hours Worked and Day Total please). Note: time worked on a given day that is less than an hour needs to be reported in tenths. See the chart of minutes and equivalent tenths on the right hand side of the timesheet.

Day	Date	Hours Worked	Day Total	1 hour needs to be reported in tenths			
Sunday	2/23/14			Minutes	**Tenths	2/9/14	Feb. 24
Monday	2/24/14			1-2	0	2/23/14	Mar. 10
Tuesday	2/25/14	10:00-1:00	3	3-8	0.1	3/9/14	Mar. 24
Wednesday	2/26/14	10:00-12:15	2.3	9-14	0.2	3/23/14	Apr. 7
Thursday	2/27/14	10:00-1:00	3	15-20	0.3	4/6/14	Apr. 21
Friday	2/28/14			21-26	0.4	4/20/14	May. 5
Saturday	3/1/14			27-32	0.5	5/4/14	May. 19
WEEK ONE SUBTOTAL			8.3	33-38	0.6	5/18/14	Jun. 2
Sunday	3/2/14			39-44	0.7	6/1/14	Jun. 16
Monday	3/3/14			45-50	0.8	6/15/14	Jun. 30
Tuesday	3/4/14	1:45-3:15	1.5	51-56	0.9	6/29/14	Jul. 14
Wednesday	3/5/14	1:45-4:40	2.9	57-59	1	7/13/14	Jul. 28
Thursday	3/6/14			Not hourly?		7/27/14	Aug. 11
Friday	3/7/14			Project pay (circle)		8/10/14	Aug. 25
Saturday	3/8/14			\$		8/24/14	Sept. 8
WEEK TWO SUBTOTAL			4.4			9/7/14	Sept. 22
TOTAL HOURS FOR PAY PERIOD:			12.7			9/21/14	Oct. 6
						10/5/14	Oct. 20
						10/19/14	Nov. 3

If entering time in the spreadsheet digitally, the Day Total should automatically create a weekly total and the Total Hours for Pay Period. Otherwise add the hours worked for a total.

Names, signatures, accounts (after time is entered):

- 1) Please print your name and sign your timesheet
- 2) Supervisor/PI's need to print and sign, and put the correct account/subaccount on the timesheets.

Emailing, scanning (and even phone photos) works in getting the timesheets back and forth between the employee, the supervisor and then submitting online.

FSHN STUDENT/LABOR TIME SHEET			
Employee Name:		Employee Signature:	
(print)			
PI/Supervisor last name:		PI/Supervisor Signature:	
(print)			
Account #:		SubAccount #:	

- 3) Acceptable in a pinch: a grad student supervisor can sign, but ultimately the timesheet will need to have the faculty/PI signature on it at some point)

Submit your Timesheet:

The due date for submitting timesheets (always on a Monday) is listed on the far right hand side of the timesheet.

Please submit your timesheet online at: FSHNTimesheets@anr.msu.edu

(Timesheet can also be turned in at Room 204 Trout Bldg.)