

Temporary/On-call/Student Employee Timesheet Expectations

What kind of time do I need to report?

- All time worked must be reported on a timesheet.
- Temporary/On-Call/Student employees are not eligible to receive Holiday pay, unless you work on a University Holiday.
 - Only hours worked on a University Holiday will be paid.

How often do I need to submit my timesheet?

- You are required to complete and submit a bi-weekly timesheet.
- Please review the 2022 Temporary, On-Call and Student Payroll Schedule for additional information on when you can expect to be paid and processing deadlines -
http://www.canr.msu.edu/od/human_resources/time_and_attendance.
- Please be sure to submit timesheets in a timely manner according to the payroll schedule.
 - Please note, if a timesheet is received after MSU Extension HR's payroll deadline, it is possible your pay will be delayed until the next pay period.

Where can I find the timesheet?

- MSU Extension Organizational Development website – Time Off & Timesheets – Temporary, On-Call and Student Employees (on and off-campus) section -
http://www.canr.msu.edu/od/human_resources/time_and_attendance.

Prior to submission of your timesheet, check to be sure the following fields are complete:

- Your name.
- County or department name.
- Pay begin date – note, see payroll schedule (link above).
- Pay end date – note, see payroll schedule (link above).
- Account Number – this is provided to you at time of hire and your supervisor can confirm this information too.
- Sub-Account Number if applicable – this is provided to you at time of hire and your supervisor can confirm this information too.
- Hours documented by day of the week they were worked.
- Verify total hours for the two-week period is accurate.
- Sign and date the form.
 - If you complete the form electronically, a physical signature is not needed as long as you send your completed timesheet to your supervisor from your msu.edu email account.

Where do I send my timesheet?

- Please sign and submit your timesheet to your supervisor. Your supervisor will verify your hours, sign, and submit your timesheet to MSUE HR at MSUE.TOC.Student@msu.edu.

Where can I find additional information?

- MSU Extension Organizational Development website - Time Off & Timesheets - http://www.canr.msu.edu/od/human_resources/time_and_attendance.