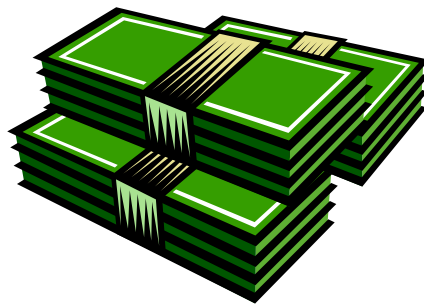




WILLIAM MITCHELL  
COLLEGE OF LAW

# **PAYROLL GUIDELINES AND TIME SHEET INSTRUCTIONS**



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January 2009

**William Mitchell College of Law  
Human Resource Policies**

**Policy:** Time Sheets  
**Policy Number:** F.1  
**Scope:** All Staff & Student Workers  
**Effective Date:** January 2009  
**Approval:** Human Resources and Finance

Policy Statement

All staff and student workers are required to complete a time sheet as follows:

<u>Employee Classification</u>	<u>Frequency</u>
Hourly Full-Time and Part-Time Employees	Bi-weekly
Student Employees	Bi-weekly
Casual Employees	Bi-weekly
Temporary Employees	Bi-weekly
Salaried Full-time and Part-time Employees	Monthly

Non-exempt employees complete their time sheet based on actual hours worked. Exempt employees record exceptions to regular hours worked.

Time sheets are considered legal documents and falsification is a serious matter that may be subject to corrective action up to and including termination of employment.

Procedure

1. Each staff member is required to maintain his/her own time sheet.
2. Staff members are expected to total the hours on the timesheet and record in the Time Sheet Summary Section.
3. The time sheet is required to be signed in ink by the staff member verifying its accuracy.
4. Upon approval of the time sheet, the manager signs it. Any corrected entries made by the manager need to be initialed.
5. Any incomplete time sheets will be returned to the manager.
6. Each staff member is required to pick up and sign for his/her pay check unless written authorization to mail a pay check is on file with Finance.

Please ensure that published deadlines for submission of time sheets are met. The deadlines are necessary for administrative processing time.

## **Pay Checks**

Pay checks are issued on a bi-weekly basis on alternating Fridays. Please refer to the enclosed Time Record Schedule for the dates covered for each pay period based on your employee classification. **NOTE:** Paychecks are available for distribution in the Finance Office (Room 274, LEC Building) or upon written request will be mailed to you.

## ***Direct Deposit***

Employees have the option and are encouraged to deposit their payroll checks automatically in their personal checking and/or savings accounts. Participation in direct deposit is voluntary. Pay stubs are available for viewing and/or printing through Employee Self Service (ESS).

Please contact the Finance department for enrollment forms.

## **Payroll Deductions/Garnishments**

The College is required to take deductions from pay for Federal and State Income Tax, Social Security and Medicare. The College is required to take payroll deductions in accordance with court orders, for purposes such as child support withholding, levies or garnishments. The College will take additional voluntary deductions for items such as medical and dental benefit deductions and charitable donations only after an employee has authorized deductions.

## **Time Sheets and Reporting**

State and federal laws require the College to keep accurate records of time worked by all non-exempt employees. The approved time sheet is used to compute earnings on the basis of hours worked.

Exempt employees should record exceptions to regular hours worked. Non-exempt employees are required to accurately record the time they begin and end their work on a daily basis, in addition to any departure from work for any non-business reasons. Please ensure that published deadlines are met. The deadlines are necessary for administrative processing time. The deadlines for submission of time sheets are indicated on the payroll schedule. Employees should see their Manager, Human Resources or the Finance Department for any questions on how to report time worked.

### ***Completing Your Time Sheet (Non-Exempt employees)***

1. Insert day of week and date on the Time Sheet.
2. Non-exempt (hourly) employees record actual "IN" and "OUT" times for each day rounded to nearest quarter hour and should be completed on a daily basis.
3. Total the hours on the Time Sheet.
4. Make any adjustments from a previous pay period in the Comments Section on the right hand side of the time sheet.
5. Indicate each day off in the appropriate row and column and include any explanation in the Comments Section of the Time Sheet. Each day off needs to be coded as follows:

<u>Code</u>	<u>Reason</u>	<u>Explanation</u>	<u>Section of Time Sheet</u>
F	Funeral	Indicate relationship to you in the Comments Section of the Time Sheet	Other
H	Holiday	Union and non-union staff	Other
J	Jury Duty	Union and non-union staff	Other
P	Paid Time Off	Union and non-union staff	Other
O	Other	Include explanation in the Comments Section of the Time Sheet	Other

6. Please complete and sign the time sheet in ink and submit it to your manager for approval.

Please refer to the Staff Handbook or Union Contract for eligibility criteria or further details.

***Completing Your Time Sheet (Exempt employees)***

1. Exempt (salaried) employees should indicate exceptions to regular hours only and should not indicate any "IN or "OUT" time. The primary purpose of a time sheet for an exempt employee is to track any exceptions to regular hours worked such as Paid Time Off (PTO), holiday, jury duty, funeral leave, etc.
2. Please complete and sign the time sheet in ink and submit it to your manager for approval. Director/Assistant Dean level employees and above may authorize their own time sheets.
3. Indicate each day off in the appropriate row and column and include any explanation in the Comments Section of the Time Sheet. Each day off needs to be coded as follows:

<u>Code</u>	<u>Reason</u>	<u>Explanation</u>	<u>Section of Time Sheet</u>
F	Funeral	Indicate relationship to you in the Comments Section of the Time Sheet	Other
H	Holiday	Non-union staff	Other
J	Jury Duty	Non-union staff	Other
P	Paid Time Off	Non-union staff	Other
O	Other	Include explanation in the Comments Section of the Time Sheet	Other

Please refer to the Staff Handbook for eligibility criteria or further details.

***Sample Completed Time Sheet***

Please refer to the Addendum for examples of how to complete a time sheet

**Questions:**

**Payroll**

- Time sheets
- Retro Pay
- Non-benefit plan deductions (such as Annual Fund, United Way, garnishments, etc.)
- State Tax Reciprocity
- W-4's
- Direct Deposit

**Human Resources**

- Salary Changes
- Address Changes
- Job Changes
- Benefit deductions (medical, dental, 403(b), dependent care and health care spending accounts, etc.)
- Leave of absence
- Paid Time Off

**Your Service Team:**

**Finance Staff:**

Lorelei Peters, Payroll Specialist x6470

**Human Resources Staff:**

Emily Okello, Benefits Specialist, x6440