

Initial Instructions for Getting your Time Sheet

Go to My Computer on your desktop N:\Payroll\Files\FY xx

Open your correct union and years of service and get your Time sheet .

Do not enter any information yet. Just save in your "H" drive and close.

Once you are in the file location, choose your time sheet and save to your H drive. Then open in your H drive and fill in your name, employee ID# (NOT tech ID), Dept #, Job title on the very first pay period of the fiscal year. You will notice that the 1st tab is your leave slip please put your name and dept# on this also. As a new employee please go back through previous pay periods and delete the pre-programmed hours up to your start date. If you have any problems please contact Payroll for help.

Pay period entry.

Option A: Paper copy

1. Open the time sheet in your "H" drive.
2. Enter your work and leave hours in the top portion of the time sheet. **Note:** there are 26 tabs in this workbook (on the bottom), one for each pay period. **Be sure to save your time sheet after each pay period entry to ensure your leave balances carry over to the next pay periods time sheet.**
3. Print your time sheet (and leave slip if appropriate).
4. Sign your time sheet and obtain the signature of your Supervisor on both the time sheet and leave slip. Time Sheets should be submitted to supervisor payday Fridays so that supervisors can submit to Payroll by the Monday following payday by noon.
5. If you need to amend a time sheet, please re-type it on your time sheet and type "AMENDED" in the remarks box. Have your supervisor initial the change, if these procedures are not followed, the amended time sheet will not be entered and will be sent back to you for completion.

The following information must be entered on any leave slip form that is submitted.

- Employee – First Name, MI, Last Name
- Leave Code – Enter the appropriate leave code. If FMLA related, be sure to mark the FMLA related box.
- From Date & Time – Enter the start date and time.
- To Date & Time – Enter the end date and time.
- Total Hours – Enter the total number of hours.
- Date Requested – Enter the date the form is filled out.
- Employee Signature – Type in your signature here when submitting the form.
- * Block – Any comments can be made in this block (i.e. Reason for Overtime)

Option B: Electronically Submitted

6. Open the time sheet in your "H" drive.
7. Enter your work and leave hours in the top portion of the time sheet. **Note:** there are 26 tabs in this workbook (on the bottom), one for each pay period. **Be sure to save your time sheet after each pay period entry to ensure your leave balances carry over to the next pay periods time sheet.**
8. Save a copy in your H drive and add electronic signature. Directions for electronic signature are located at <http://www.anokaramsey.edu/IT/timesheet.cfm>
9. Time Sheets should be submitted to your supervisor payday Fridays so that supervisors can submit to Payroll by the Monday following payday by noon.
10. If you need to amend a time sheet, please re-type it on your time sheet and type "AMENDED" in the remarks box. Have your supervisor initial the change, if these procedures are not followed, the amended time sheet will not be entered and will be sent back to you for completion.

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