

# Classified Timesheet Instructions

If the instructions below are not followed your timesheet will be sent back to you, resulting in a delay in your pay.

1. Pay periods are the 21<sup>st</sup> through the 20<sup>th</sup>. **Please only include one pay period per timesheet**
2. Write name on timesheet as it appears on your paystub. Do not use nicknames.
3. All times must be in decimal format (i.e. 1 hour 45 minutes = 1.75).
4. Subbed For/Self Column: If covering for someone else write their name here. If working extra hours for your position write a brief description of work that was done.
5. Position: Type the name of the position you worked. If covering for lead or manager, please specify.
6. In/Out Times: Supplemental or Overtime Hours only include hours outside of your normally contracted day. If you are working out of class include the entire shift.