

Timesheet Tips for Staff

- Your timesheet is the YOUR responsibility. Please don't expect or ask your administrative assistant to complete it for you.
- Please use your full legal name, as it appears on your paystub. No nicknames or middle names (legal name = per social security card).
- Print your name at the top and sign (full name) and date at the bottom. If sending electronically and you don't have a digital signature, type your name and cc payroll when emailing to your supervisor. This will be the digital trail needed.
- Use ink only. Do not use pencil. Any timesheet done in pencil will be returned. *This could delay the receipt of payment.*
- Please use one timesheet per month and not multiple months on one timesheet.
- Record the date the extra hours were worked – *no date ranges.*
- Do not leave the explanation blank. Make sure there is a proper description for the extra hours worked.
- Incomplete timesheets will be returned to you. Timesheets not received in Payroll & by the cut-off date will not be paid until the following month.
- If you have any questions on how to complete your timesheet, please contact Martina Brown at 509-559-4560 for classified staff or Barb Kvapil at 509-559-4504 for certificated staff.