

Instructions for Hourly Timesheet

The timesheet for hourly employees is in an easily modifiable format. It allows the employee to record time more accurately. Rather than having only one day upon which to record hours, this sheet allows the user to record several “ins” and “outs” during the day.

1. You will enter the BASIS Emp ID in the top line along with the alpha code for your department. (i.e. ANSC, HMRS, ATHL)
2. Print the employee name on the next line.
3. Enter the HTA & Sequence code for the wage rate that is to be used to pay the employee.
4. Enter the Begin Date for the pay period. (We do not specify an end date, since you will use the last date from the timesheet for the end date.)
5. The date worked will be entered along with the time work began, and the time the employee left. This can be done multiple times during the day. (Especially good for those employees who work a few hours at a time around their class schedules)
6. Hours are totaled for each period of work. Then the column is to be added to get total hours for the timesheet.
7. Put in the hourly rate and multiply by the total hours to arrive at the amount due.
8. Make sure that the timesheet is signed by the employee and by the supervisor.
9. Additional sheets may be filled out as required to report all hours worked.
10. These hours will be entered in HRLY-TS. Either TEBD or TEBT may be used for the time entry.
11. Retain this timesheet in the department for audit purposes.

