

## INSTRUCTIONS ON FILLING OUT A TIMESHEET

A bi-weekly timesheet will be used by all non-exempt employees. Each employee is responsible for submitting time sheets that are filled out completely, accurately, and legibly. Timesheets must be submitted to the department timekeeper by the required deadline to be paid during the regular payroll cycle.

Provide the following information according to the key points:

1. UNM ID# (This is NOT your SS# - Login to MyUNM, click on Self Serve Demographics link, login again, click on demographics. Your employee number is there.
2. Your first and last name
3. FTE for Job (ex. 1.0, .5, etc.)
4. Enter the "Pay Period Start and End Date"
5. Enter dates for the pay period
6. Enter time in and time out (Start of work day, lunch, personal activities, end of work day)
7. Enter hours worked for each earn code (regular, overtime, annual, sick etc.)
8. Click drop down to select additional earn codes. (Note: Earn codes selected will populate in week 2)
9. Enter hours and index number for labor overrides (if applicable)
10. Totals automatically calculate, no entry required
11. Sign and date the time sheet.
12. Employees are responsible for obtaining the signature of their direct supervisor.



# Bi-Weekly Timesheet

UNMID: 180000001		Employee Name: Jane Doe		FTE: 1.0		Pay Period: 7/7/2007 to 7/20/2007		Reset																									
#1		#2		#3		Click arrow for additional earn codes				*only use if different than regular distribution																							
#5		#6		Regular		Overtime		Annual Leave		Sick Leave		Comp1 Time Earn @1.5		Total Hours		*Labor Override																	
DATE		IN		OUT		IN		OUT		IN		OUT		Shift		Total Hours		Hours Index															
SAT 7																0		#9															
SUN 8																0																	
MON 9		9		5												8																	
TUES 10		8		12		2		5								7		1															
WED 11		8		12		1		5								8																	
THUR 12		8		12		1		5								8																	
FRI 13		8		10		11		12		1		5				7		1															
FIRST WEEK TOTALS														38		0		0		2		0		0		0		0		40			
DATE		IN		OUT		IN		OUT		IN		OUT		Shift		Regular		Overtime		Annual Leave		Sick Leave		Comp1 Time Earn @1.5		Total Hours		*Labor Override					
SAT																																	
SUN																																	
MON 16		8		12		1		7								8		2								10		2 123456					
TUES 17		8		12		1		7								8						2				10		2 123456					
WED 18		8		12		1		5								8										8							
THUR 19		8		12		1		5								8										8							
FRI 20		8		12		1		5								8										8							
SECOND WEEK TOTALS														40		2		0		0		2		0		0		0		0		44	
GRAND TOTALS														78		2		0		2		2		0		0		0		0		84	
Comments: All overtime/comp time should be allocated to index 123456																		#10															
I agree with the hours worked and time taken as shown on this Timesheet.																																	
#11										#12																							
Employee Signature										Supervisor Signature																							

## Record Retention

The administrator of each department shall establish a records management program for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of official records. The administrator shall establish records disposal schedules for the orderly retirement of records and adopt regulations necessary for the carrying out of the public records act.

### Process Steps:

University of New Mexico Records Retention Schedules are based on document type. See below for table of document type and retention schedule:

<b>Document Type:</b>	<b>Description:</b>	<b>Min. Retention Time</b>
Time Cards	Records of hours worked by employee. Information includes employee name, date and hours worked	After close of fiscal year in which document was created, retain 4 years
Time Sheets	Verification of the number of hours worked by employee. Information includes employee's name, employee number, hourly wage, days and hours worked, department head approval, etc.	After close of fiscal year in which document was created, retain 4 years

Once this retention period has been met, timesheets and supporting documentation should be sent to the Records Management Department for Destruction.