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

**Employee Name:** Jane Doe  
**FTE:** 1.0  
**Pay Period:** 7/2/2007 to 7/28/2007

<table>
<thead>
<tr>
<th>#1</th>
<th>#2</th>
<th>#3</th>
<th>#4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shift</strong></td>
<td><strong>Regular</strong></td>
<td><strong>Overtime</strong></td>
<td><strong>Annual Leave</strong></td>
</tr>
<tr>
<td>SAT</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUN</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td>9</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>TUES</td>
<td>10</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>WED</td>
<td>11</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>THUR</td>
<td>12</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>FRI</td>
<td>13</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

**FIRST WEEK TOTALS:**
- **Regular:** 38
- **Overtime:** 0
- **Annual Leave:** 0
- **Sick Leave:** 2
- **Consp Time Earn @ 15%:** 0
- **Total Hours:** 46
- **% Labor Override:** 0
- **Index:** 0

<table>
<thead>
<tr>
<th>DATE</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>Shift</th>
<th>Regular</th>
<th>Overtime</th>
<th>Annual Leave</th>
<th>Sick Leave</th>
<th>Consp Time Earn @ 15%</th>
<th>Total Hours</th>
<th>% Labor Override</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SUN</td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MON</td>
<td>16</td>
<td>8</td>
<td>12</td>
<td>1</td>
<td>7</td>
<td>8</td>
<td>2</td>
<td>123456</td>
<td>16</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>TUES</td>
<td>17</td>
<td>8</td>
<td>12</td>
<td>1</td>
<td>7</td>
<td>8</td>
<td>2</td>
<td>123456</td>
<td>16</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>WED</td>
<td>18</td>
<td>8</td>
<td>12</td>
<td>1</td>
<td>5</td>
<td>8</td>
<td>2</td>
<td>123456</td>
<td>16</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>THUR</td>
<td>19</td>
<td>8</td>
<td>12</td>
<td>1</td>
<td>5</td>
<td>8</td>
<td>2</td>
<td>123456</td>
<td>16</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>FRI</td>
<td>20</td>
<td>8</td>
<td>12</td>
<td>1</td>
<td>5</td>
<td>8</td>
<td>2</td>
<td>123456</td>
<td>16</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
<td>123456</td>
</tr>
</tbody>
</table>

**SECOND WEEK TOTALS:**
- **Regular:** 40
- **Overtime:** 2
- **Annual Leave:** 0
- **Sick Leave:** 2
- **Consp Time Earn @ 15%:** 0
- **Total Hours:** 44
- **% Labor Override:** 0
- **Index:** 0

**GRAND TOTALS:**
- **Regular:** 78
- **Overtime:** 2
- **Annual Leave:** 0
- **Sick Leave:** 2
- **Consp Time Earn @ 15%:** 0
- **Total Hours:** 84

Comments: All overtime/comp time should be allocated to Index 123456

---

I agree with the hours worked and time taken as shown on this Timesheet.

---

**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:

<table>
<thead>
<tr>
<th>Document Type:</th>
<th>Description:</th>
<th>Min. Retention Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Cards</td>
<td>Records of hours worked by employee. Information includes employee name, date and hours worked</td>
<td>After close of fiscal year in which document was created, retain 4 years</td>
</tr>
<tr>
<td>Time Sheets</td>
<td>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.</td>
<td>After close of fiscal year in which document was created, retain 4 years</td>
</tr>
</tbody>
</table>

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