

## Timesheet Tips at a Glance

Please initial:

Overtime hours

Cut pay or docked pay hours Staff

Work on a holiday

Please look for:

Correct entry of work dates & hours

Ensure the "am" and "pm" entries are correct

It's for the correct pay period

Hours are rounded to the nearest quarter hour

No overlapping hours between jobs

No log out and back in at the same time

Hours typed in Excel and then submitted to RMD as pdf

Employee and supervisor has signed the timesheet