

HOW TO FILL OUT AND SUBMIT YOUR HOURLY TIME CARD

It is the employee's responsibility to complete their timecard, have it signed and submitted in time for payroll. A courtesy email may be sent bi-weekly from the department as a reminder. Time cards need to be submitted on the 15th and the 30/31st of each month. If this day falls on a weekend/holiday, please have it to the office the business day prior. Department Contact is Kelly Seipert: Kelly.Seipert@usu.edu, 435-797-2809, ANSC 108.

Information you need to know before filling out your time card:

- Time cards are located in the lobby of the Animal Science Building, in the purple folder, attached to the north bulletin board.
- There are 2 pay periods; the **1st-15th** and the **16th-30/31st** of each month. **Do not combine pay periods.**
- Indicate hours in 15 minute increments (i.e., 1hr = 1.0, 1hr 15min = 1.25, 1hr 30min = 1.50, 1hr 45min = 1.75).

How to fill out your time card:

- 1) Start by entering your information: Name, A-number, pay period dates, pay period dates, instructors name and course number.
- 2) Enter the date in the small box and your hours in the main section of each day; remembering to use 15 min increments.
- 3) Calculate hours for each week in the "week total" column and total at the bottom.
- 4) Calculate your pay by multiplying your total hours by your rate. (If you are unsure of your rate contact Kelly Seipert).
- 5) Sign your timecard and have your supervisors signature before turning in your time card.

Utah State University Payroll Time Card									
Name: _____				Pay Period: <u>1-15</u> or <u>16-31</u> (circle one)					
(Last)		(First)		(Fill out a separate time card for each pay period)					
A Number: _____				Month: _____					
Instructor: _____				Course: _____					
* Indicate hours in 15 min increments. (i.e., 15min = .25, 30min = .50, 45min = .75)									
Utah State University DEPARTMENT OF MATHEMATICS & STATISTICS	Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Week Total
	1								
	2								
	3								
Total									
Employee Signature _____ Instructor Signature _____									Rate
*This time record to be maintained by the Employing Department for 3 years.									Amount

Utah State University Payroll Time Card

Name: _____
(Last) (First)

Pay Period: 1-15 or 16-31 (circle one)
(Fill out a separate time card for each pay period)

A Number: _____

Month: _____

Instructor: _____

Course: _____

* Indicate hours in 15 min increments. (i.e., 15min = .25, 30min = .50, 45min = .75)



Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Week Total
1								
2								
3								
								Total
								Rate
								Amount

Employee Signature _____

Instructor Signature _____

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Utah State University Payroll Time Card

Name: _____
(Last) (First)

Pay Period: 1-15 or 16-31 (circle one)
(Fill out a separate time card for each pay period)

A Number: _____

Month: _____

Instructor: _____

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* Indicate hours in 15 min increments. (i.e., 15min = .25, 30min = .50, 45min = .75)



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1								
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Employee Signature _____

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