

**MEMO TO:** Biweekly Payroll Recipients  
**FROM:** BioGen Human Resources  
**DATE:** January, 2010  
**SUBJECT:** Time Sheet Instructions

Welcome! As a biweekly payroll recipient, you will be responsible for filling in time sheets every two weeks to document the time you have worked. Since online payroll entry can only be done on certain days, it is extremely important that your time sheet is turned in on time. The deadline for turning in timesheets is the Monday following the end of a time period (in other words, the first day of the next pay period). The dates of these time periods and deadlines are listed on the next page.

***Please use the following procedure when filling out your time sheet:***

Document the time you come in and the time you leave each day. Total the hours in the far right column. Be sure to sign out any time you are away from the job for personal reasons (i.e. lunch, errands, class, studying)

**Please keep your hours on the hour or quarter hour basis only (i.e. 8:00, 8:15, 8:30, or 8:45),** using the following procedures; this will ensure that your hours are audited and paid correctly:

Under the IN and OUT sections, record your minutes as follows:

15 minutes = .25, so 4 ¼ hrs = 4.25 on your sheet

30 minutes = .50, so 4 ½ hrs = 4.50 on your sheet

45 minutes = .75, so 4 ¾ hrs = 4.75 on your sheet

***The following items must be included on each time sheet in order for you to be paid:***

- Your first and last name
- Your U of M ID number (7 digits)
- Job title
- Indication of whether or not you are a student employee
- Your signature, and the signature of your supervisor.

***Please note: Time sheets will not be processed without your supervisor's signature.*** If for some reason you cannot get your time sheet in on time, please notify BioGen Human Resources at 612-625-8471 immediately. Every effort will be made to pay you on time, but depending on the tardiness of your time card, you may not be paid until the following pay period.

The maximum number of hours allowed per week is 40; additional hours must be approved in writing by your supervisor prior to working. Only one pay period is allowed on each time sheet.

Paydays are every other Wednesday. Direct Deposit pay statements are available for viewing on-line at "Employee Self-Service" the Monday before payday. Checks may be picked up after 1:30 p.m. in 6-155 Jackson Hall. You must be present to sign for your check unless you have made special arrangements with the office ahead of time.