Bryn Mawr College Payroll Office
Instructions for Completing Your Biweekly Staff Time Sheet

Go to the Controller's web site @ http://www.brynmawr.edu/controller/payroll/index.shtml and under Timesheets and Instructions click on the link for Biweekly Staff Time Sheet.

You will see a **Security Warning** Macros have been disabled with an Options… box. Click on the Options… box and click on the icon Enable this content.

Your time sheet should then be saved to a local drive on your computer by clicking on the Quick Access Toolbar and selecting Save As. Your time sheet must be completed in Excel. Hand printed time sheets will not be accepted.

Identification:

Your BMC ID number, Legal Name (no nicknames) and 16-digit Account Code are required. If you do not have this information, ask your supervisor or contact the Human Resources Department. If all of your hours are being charged to one department, you only need to indicate the 16-digit account code once and a breakdown of code/hours is not necessary.

Recording Date and Time:

Once you enter the period ending date, the other dates will populate automatically. Be sure to follow the dates as indicated on the payroll schedule for bi-weekly paid employees, paying close attention to the period ending date. Time should be recorded by using numbers 1 to 12 to identify the hours in a day and 01 through 59 to identify the minutes in a day and indicate AM or PM (Please remember that noon is 12 PM).

Recording Time In and Out and Hours Worked:

You are required to record your time in and out for each day worked. If you take multiple breaks during any given day, you can click on the plus sign at the end of the daily row to create a second row for this day (once the row has been added, it cannot be removed). Record the number of hours worked each day under the appropriate earnings code. All hours default to regular, excluding overtime, so you must remember to record your hours under the appropriate earnings code if that code is other than regular. **DO NOT** record a time in/out for days you do not actually work (i.e. sick, vacation, etc.).

Recording Leave Time:

For each leave type, do not record a time in/out for the day. Indicate the number of leave hours to be paid under the appropriate earnings code column. The number of Birthday, Disability, Funeral Leave, Jury Duty, Parental Leave and Worker's Compensation hours need to be indicated in the "OTHER" column and the appropriate code placed in the "CODE" column.

If you have more than one type of leave to be paid on the same day, indicate the number of leave hours to be paid under the appropriate earnings code columns using the same row.

If you take partial leave on a day, record a time in/out only for actual hours worked. On the same row, indicate the number of leave hours to be paid under the appropriate earnings code column(s).

Recording Bad Weather/Emergency Day Hours:

Nonessential Employees:

If a bad weather/emergency day is declared for your entire normal scheduled work hours and you are scheduled to work and you are **not** considered an essential employee by your Supervisor, and you do not work any hours during the declared bad weather/emergency day hours, do not record a time in/out for the day. Indicate your normal scheduled work hours under the earnings code of BES.

If the bad weather/emergency day hours are declared for less than your normal scheduled work hours and you are scheduled to work and you are not considered an essential employee by your Supervisor and you work hours before or after the declared bad weather/emergency day hours, record a time in/out for your actual worked hours. Then, record the number of your normal scheduled work hours which fell during the declared bad weather/emergency day hours under the earnings code of BES to bring your total hours for the day up to your normal scheduled work hours for the day.

Essential Employees:

If a bad weather/emergency day is declared for your entire normal scheduled work hours and you are scheduled to work and you **are** considered an essential employee by your Supervisor and you do work hours during the declared bad weather/emergency day hours, record a time in/out for the day. Indicate the number of worked hours under the earnings code of BEW.

If a bad weather/emergency day is declared for less than your normal scheduled work hours and you **are** scheduled to work and you are considered an essential employee by your Supervisor and you do work hours before or after the declared bad weather/emergency day hours, record a time in/out for the day for your worked hours which fell during the declared bad weather/emergency day hours and indicated the number of worked hours under the earnings code of BEW. Then, click on the plus sign at the end of the daily row to create a second row for this day (once the row has been added, it cannot be removed) and record a time in/out for your worked hours which fell before or after the declared bad weather/emergency day hours.

BEW should not be reported on the same row as any other hours.

If you are considered an essential employee by your Supervisor and you do not work, please see your Supervisor regarding time entry for that day.

Recording Holiday Hours:

If you are eligible for holiday pay and you are normally scheduled to work on the day designated as a College holiday and you do not work any hours, do not record a time in/out for the day. Indicate your normal scheduled hours under the earnings code of HOL.

If you are eligible for holiday pay and you are normally scheduled to work and you do work hours, record a time in/out for the day for actual hours worked. Indicate the number of hours worked under the earnings code of HLW. **IN ADDITION**, you will need to indicate your normal scheduled hours under the earnings code of HOL.

If you are not eligible for holiday pay <u>or</u> you are not normally scheduled to work on the day designated as a College holiday and you do work hours, record a time in/out for the day for actual hours worked. Indicate the number of hours worked under the earnings code of HLW. **DO NOT** indicate any hours under the earnings code of HOL.

Recording Overtime Hours:

Overtime does not occur until your hours exceed forty hours in a work week. When overtime is applicable, Excel will calculate it automatically. Bad weather/emergency worked and holiday worked hours do not calculate towards overtime.

Recording Shift Hours:

If you are eligible for shift differential pay and you work hours during a departmentally-defined shift period, indicate the number of hours to be paid in the appropriate box of regular evening and/or regular night or overtime evening and/or overtime night.

Signatures:

When your time sheet has been completed, print it, sign it and give it to your supervisor for his/her signature. Save a copy for your records (the time sheet will print on one page only but the font size may change depending on how many extra rows you enter).

Your signed time sheet must be sent via campus mail to the Payroll Office.

Your signature indicates that you agree that the totaled hours are correct as recorded on your time sheet.

Your supervisor's signature is necessary to authorize payment for your hours. Your time sheet will not be processed without your supervisor's signature.

Questions:

If you have any questions concerning the completion of your time sheet, please feel free to contact Lee A. Brown (x5267/labrown) or Christine Eigenbrot (x5252/ceigenbr) in the Payroll Office located in the Cartref Building.

Developed as of 6/7/2006.